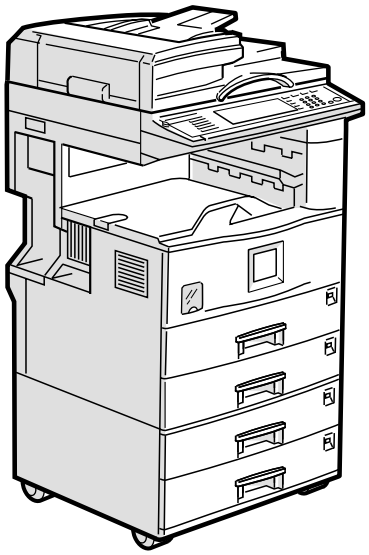
2522/2527
2212/2712

Operating Instructions
Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains one GaAIAs laser diode, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.1 “Machine Types”.)

- Type 1: 22 copies/minute ($8^1/_2$" × 11")
- Type 2: 27 copies/minute ($8^1/_2$" × 11")

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.209 “Power Connection”.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
 - ***You spill something into the equipment.***
 - ***You suspect that your equipment needs service or repair.***
 - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner bottle in accordance with the local regulation.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

- WARNINGS and CAUTIONS are notes for your safety.

Important
If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

TABLE OF CONTENTS

Machine Types **1**
What You Can Do with This Machine (Copy Mode) **2**
Guide To Components **5**
Options **7**
Control Panel **8**
Display Panel **10**
Displays and Key Operations 10
Function List Based on Options **12**

1. Basics

Turning On the Power **15**
Turning On the Main Power 15
Turning On the Power 16
Turning Off the Power 16
Changing Modes **17**
Originals **18**
Sizes and Weights of Recommended Originals 18
Sizes Detectable by the Auto Paper Select 20
Missing Image Area 21
Copy Paper **22**
Recommended Paper Sizes and Types 22
Direction-fixed paper or 2-sided paper 25
Non-recommended Paper 26
Paper Storage 26
Toner **27**
Handling Toner 27
Toner Storage 27
Used Toner 27

2. Copying

Basic Procedure **29**

Placing Originals **31**
Placing Originals on the Exposure Glass 31
Placing Originals in the Document Feeder 32
Placing a Stack of Originals in the Document Feeder 32
Original Orientation 33
Placing Special Originals 34
Placing Custom Size Originals 36

Basic Functions **38**
Adjusting Copy Image Density 38
Selecting Original Type Setting 40
Selecting Copy Paper 41
Auto Reduce/Enlarge 44

Sort/Stack/Staple **45**
Sort 47
Stack 49
Staple 51
To Stop Scanning Temporarily 56
When Memory Reaches 0% 56
To Remove Paper from the Staple Unit 56

Copying from the Paper Tray 2 **57**
Using Tray 2 as Bypass Tray 57

Copying from the Bypass Tray **61**

Programs **67**
Storing a Program 67
Deleting a Program 69
Recalling a Program 69

Job Preset **70**

Other Functions **71**
Energy Saver Mode 71
Interrupt Copy 71
Original Beeper 72
Sample Copy 72
Changing the Number of Sets 73

Preset Reduce/Enlarge **74**
Create Margin Mode 76

Zoom **77**

Size Magnification **79**

Directional Magnification (%) **81**

Directional Size Magnification (Inch) **83**

Duplex/Combine/Series **85**
Original Direction and Completed Copies 86
Originals and Copy Direction 86
Specifying Orientation of Bound Originals 86

Duplex **88**
1 Sided → 2 Sided 88
2 Sided → 2 Sided 89
Combine **91**
1 Sided 2 Pages → Combine 1 Side 92
1 Sided 4 Pages → Combine 1 Side 93
1 Sided 8 Pages → Combine 1 Side 94
1 Sided 4 Pages → Combine 2 Side 95
1 Sided 8 Pages → Combine 2 Side 96
1 Sided 16 Pages → Combine 2 Side 97
2 Sided 2 Pages → Combine 1 Side 98
2 Sided 4 Pages → Combine 1 Side 99
2 Sided 8 Pages → Combine 1 Side 100
2 Sided 4 Pages → Combine 2 Side 101
2 Sided 8 Pages → Combine 2 Side 102
2 Sided 16 Pages → Combine 2 Side 103
Series/Book **105**
Series Copies 105
Copying Book Originals 109
Edit Image **115**
Image Repeat 115
Double Copies 116
Centering 117
Positive/Negative 118
Erase **119**
Border Erase 120
Center Erase 121
Center/Border Erase 122
Margin Adjustment **124**
Stamp **126**
Background Numbering 126
Preset Stamp 127
User Stamp 129
Program/Delete User Stamp 131
Date Stamp 133
Page Numbering 136
Cover/Slip Sheet **142**
Front Cover 142
Front/Back Covers 144
Designate 145
Chapter 147
Slip Sheets **149**
Storing Originals in the Document Server **151**
Combination Chart **152**

3. Troubleshooting

If Your Machine Does Not Operate as You Want 153
General 153
Document Server 154
Display 155

If You Cannot Make Clear Copies 156

If You Cannot Make Copies As You Want 157
General 157
Adjust Image 157
Stamp 158
Combine 158
Duplex 159
When Memory Is Full 159

Loading Paper 160
Loading Paper in Tray 1-4 160
Loading Paper in the Large Capacity Tray 161

Adding Toner 162

Clearing Misfeeds 164

Changing the Paper Size 170
Changing the Paper Size in Tray 1-4/Paper Tray Unit 170

Adding Staples 172
500-Sheet Finisher 172
1000-Sheet Finisher 173

Removing Jammed Staples 175
500-Sheet Finisher 175
1000-Sheet Finisher 176

4. User Tools (Copy/Document Server Features)

Accessing the User Tools (Copy/Document Server Features) 179
Exiting From the User Tools 180

User Tools Menu (Copier/Document Server Features) 182

General Features 1/4 184

General Features 2/4 187

General Features 3/4 189

General Features 4/4 190

Reproduction Ratio 1/2 191

Reproduction Ratio 2/2 192

Edit $^{1}/_{2}$ 194

Edit $^{2}/_{2}$ 196

Stamp 199
Background Numbering 199
Preset Stamp $^{1}/_{4}$-$^{4}/_{4}$ 199
User Stamp $^{1}/_{2}$-$^{2}/_{2}$ 200
Date Stamp 201
Page Numbering $^{1}/_{2}$-$^{2}/_{2}$ 202

Input/Output 204

5. REMARKS

Do's And Don'ts 207

Where to Put Your Machine 208
Machine Environment 208
Moving 208
Power Connection 209
Access to the Machine 209

Maintaining Your Machine 210
Cleaning the Exposure Glass 210
Cleaning the Exposure Glass Cover 210
Cleaning the Document Feeder 210

Replacing Photo Conductor Unit (PCU) 211

6. Specification

Mainframe 217

Document Feeder (Option) 222

500-Sheet Finisher (Option) 223

1000-Sheet Finisher (Option) 224

Shift Sort Tray (Option) 226

Duplex Unit (Option) 227

Internal tray 2 (1 bin tray) (Option) 228

Bypass Tray (Option) 229

Large Capacity Tray (LCT) (Option) 230

Paper tray unit (Option) 231

INDEX 232

Machine Types

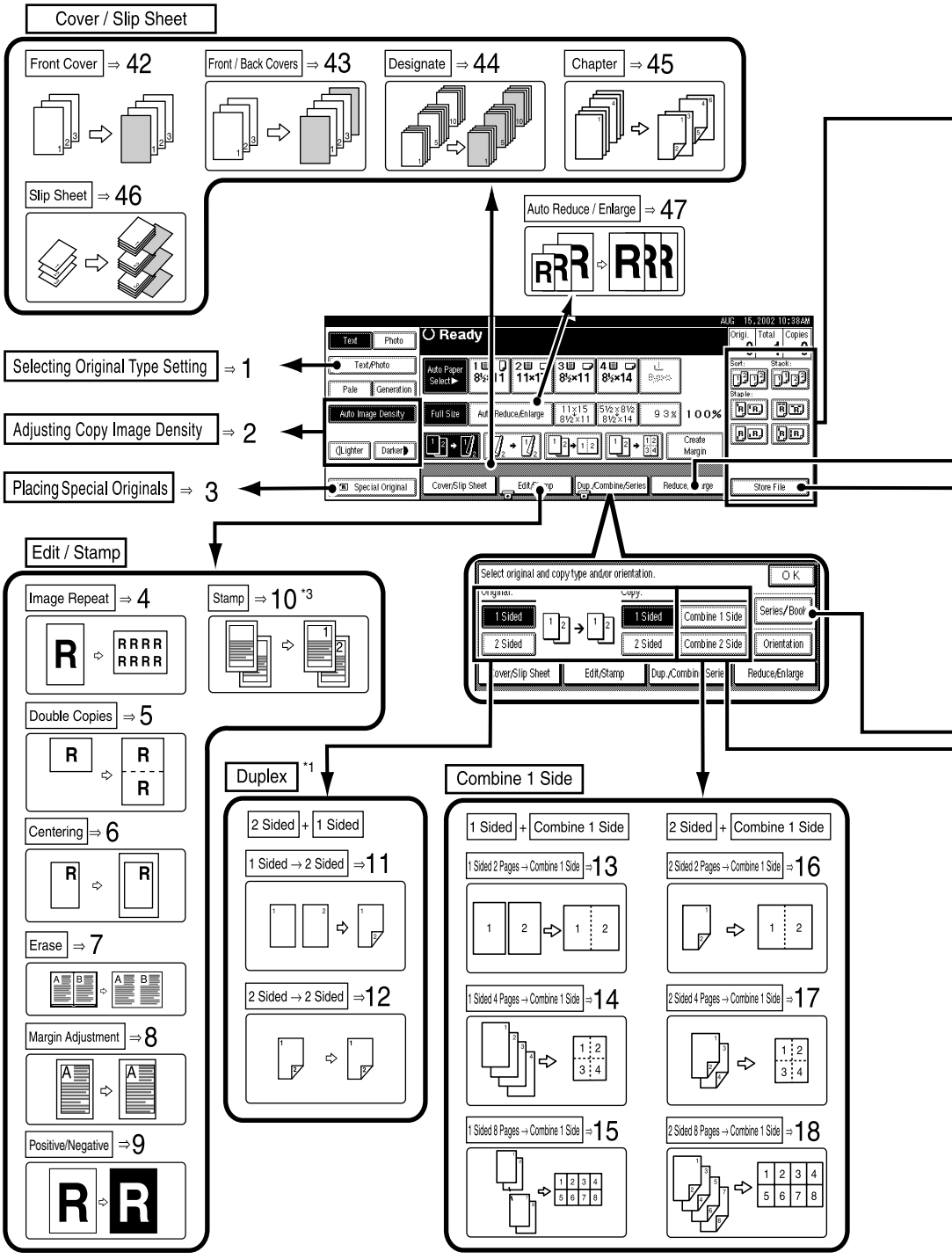
This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	22 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	27 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

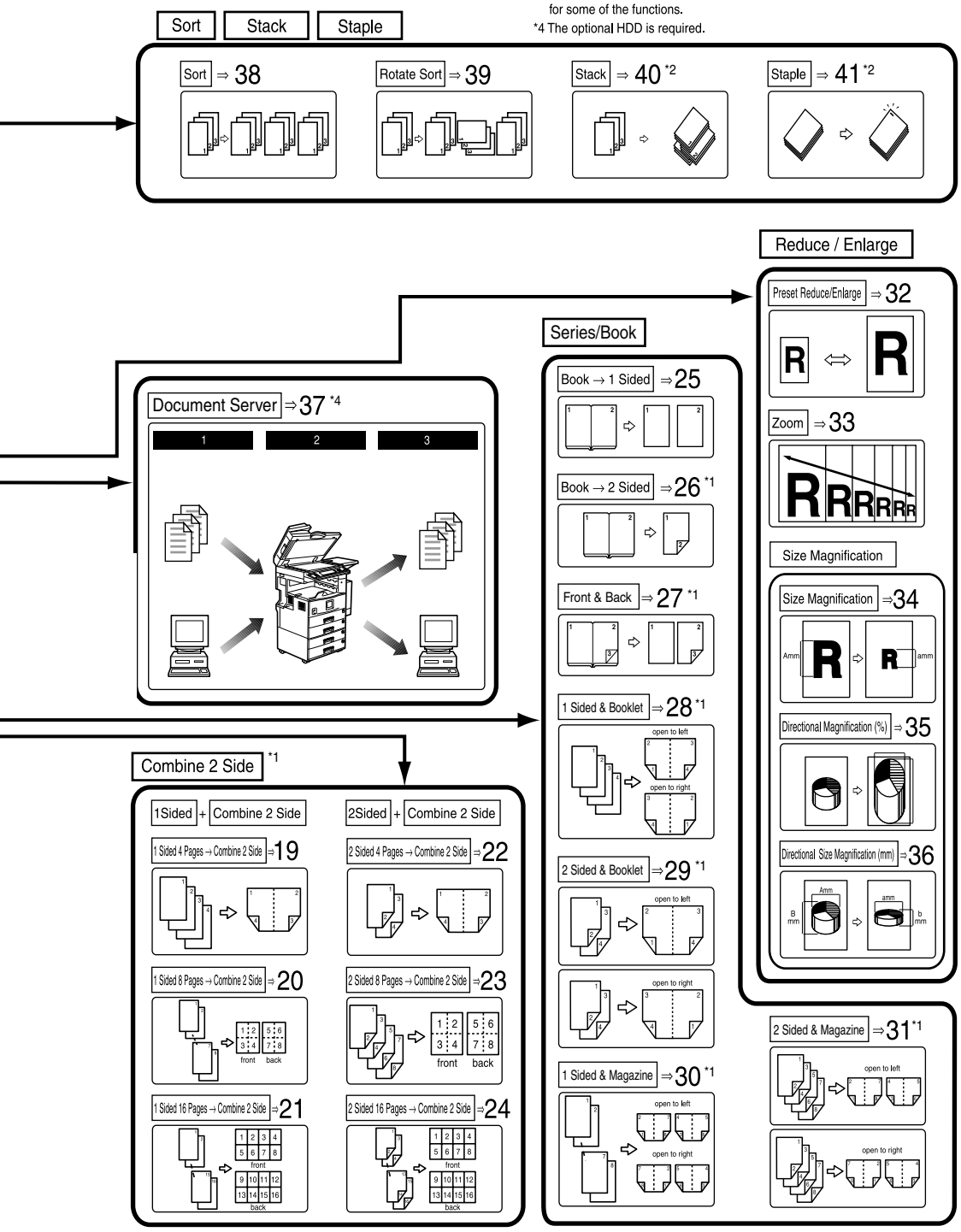
What You Can Do with This Machine (Copy Mode)

Note

❒ The reference of each function is on the next page of this illustration.

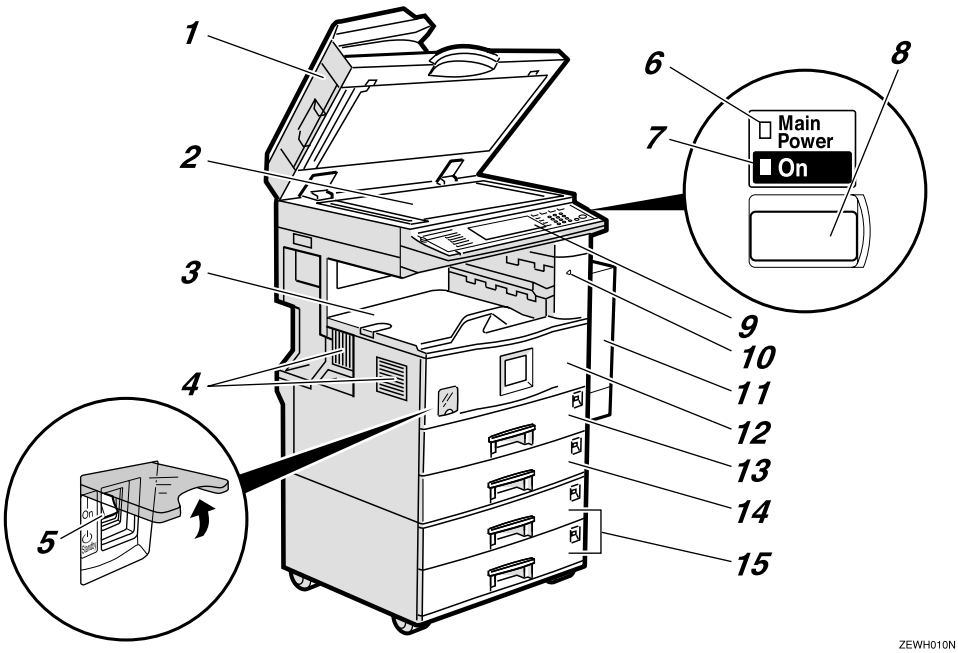


*1 The optional duplex unit is required.
*2 Optional Bridge unit and optional finisher are required.
*3 The optional 32MB memory is required. The optional HDD is also required for some of the functions.
*4 The optional HDD is required.



1. "Selecting Original Type Setting" ⇒ p.40
2. "Adjusting Copy Image Density" ⇒ p.38
3. "Placing Special Originals" ⇒ p.34
4. "Image Repeat" ⇒ p.115
5. "Double Copies" ⇒ p.116
6. "Centering" ⇒ p.117
7. "Erase" ⇒ p.119
8. "Margin Adjustment" ⇒ p.124
9. "Positive/Negative" ⇒ p.118
10. "Stamp" ⇒ p.126
11. "1 Sided → 2 Sided" ⇒ p.88
12. "2 Sided → 2 Sided" ⇒ p.89
13. "1 Sided 2 Pages → Combine 1 Side" ⇒ p.92
14. "1 Sided 4 Pages → Combine 1 Side" ⇒ p.93
15. "1 Sided 8 Pages → Combine 1 Side" ⇒ p.94
16. "2 Sided 2 Pages → Combine 1 Side" ⇒ p.98
17. "2 Sided 4 Pages → Combine 1 Side" ⇒ p.99
18. "2 Sided 8 Pages → Combine 1 Side" ⇒ p.100
19. "1 Sided 4 Pages → Combine 2 Side" ⇒ p.95
20. "1 Sided 8 Pages → Combine 2 Side" ⇒ p.96
21. "1 Sided 16 Pages → Combine 2 Side" ⇒ p.97
22. "2 Sided 4 Pages → Combine 2 Side" ⇒ p.101
23. "2 Sided 8 Pages → Combine 2 Side" ⇒ p.102
24. "2 Sided 16 Pages → Combine 2 Side" ⇒ p.103
25. "Book → 1 Sided" ⇒ p.105
26. "Book → 2 Sided" ⇒ p.106
27. "Front & Back → 2 Sided" ⇒ p.107
28. "1 Sided → Booklet" ⇒ p.109
29. "2 Sided → Booklet" ⇒ p.110
30. "1 Sided → Magazine" ⇒ p.112
31. "2 Sided → Magazine" ⇒ p.113
32. "Preset Reduce/Enlarge" ⇒ p.74
33. "Zoom" ⇒ p.77
34. "Size Magnification" ⇒ p.79
35. "Directional Magnification (%)" ⇒ p.81
36. "Directional Size Magnification (Inch)" ⇒ p.83
37. "Document Server" ⇒ p.154
38. "Sort" ⇒ p.47
39. "Rotate Sort" ⇒ p.47
40. "Stack" ⇒ p.49
41. "Staple" ⇒ p.51
42. "Front Cover" ⇒ p.142
43. "Front/Back Covers" ⇒ p.144
44. "Designate" ⇒ p.145
45. "Chapter" ⇒ p.147
46. "Slip Sheets" ⇒ p.149
47. "Auto Reduce/Enlarge" ⇒ p.44

Guide To Components



1. Exposure glass cover (option) or Document feeder (ADF) (option)

Lower the exposure glass cover over originals placed on the exposure glass for copying. If you have the document feeder, load a stack of originals here. They will be fed automatically one by one.

(The illustration shows the document feeder.)

2. Exposure glass

Place originals face down here for copying. ⇒ p.18 “Originals”

3. Internal tray

Copied paper is delivered here face down.

4. Ventilation holes

Prevents overheating. Do not obstruct the ventilation holes by placing an object near it or leaning an object against it. If the machine overheats, a fault might occur.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. Main power indicator

This indicator lights up when the main power switch is turned on and goes off when the switch is turned off.

7. On indicator

This indicator lights up when the operation switch is turned on and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

9. Control panel

⇒ p.8 “Control Panel”

10. Remove Paper Indicator

The indicator is lit when paper is output to the internal tray 2 (1 bin tray). When paper is removed from the internal tray 2, the indicator goes off.

Note

❒ Internal tray 2 (1 bin tray) is optional.

11. Duplex unit (Unit for two-sided copies) (option)

Makes two-sided copies.

12. Front cover

Open to access the inside of the machine.

13. Paper tray

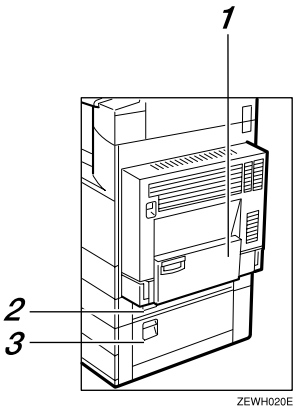
Load paper here. ⇒ p.160 "Loading Paper"

14. Paper tray 2

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper. ⇒ p.57 "Copying from the Paper Tray 2"

15. Paper tray unit (option)

Load paper here. ⇒ p.160 "Loading Paper"



1. Bypass tray (option)

Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper. ⇒ p.61 "Copying from the Bypass Tray"

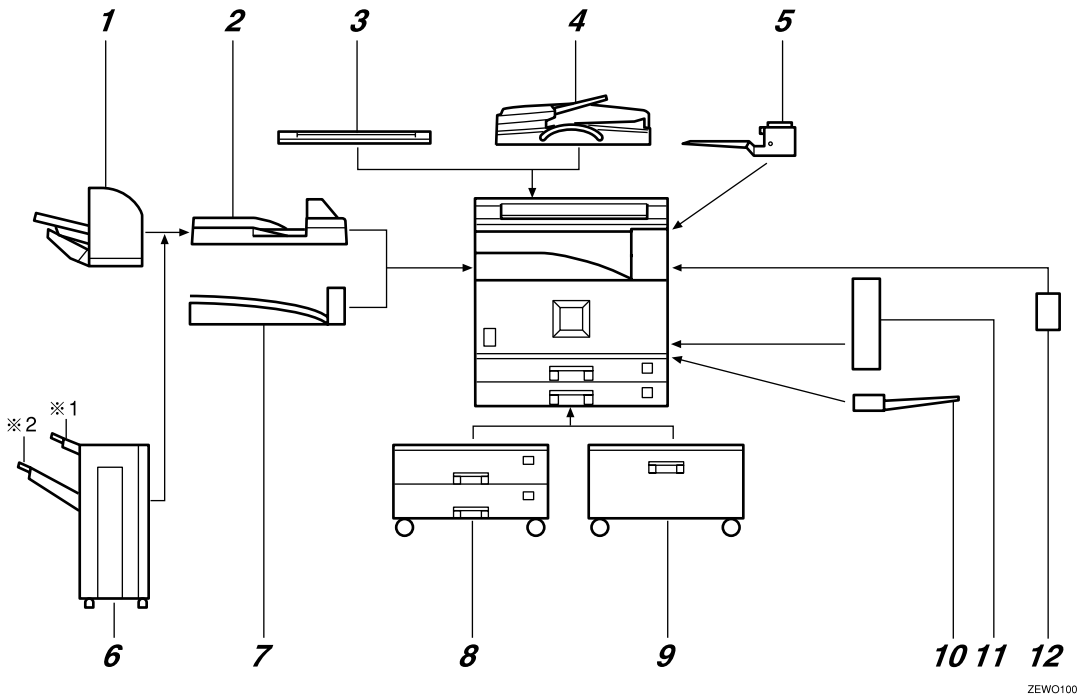
2. Paper tray cover

Open this cover to remove jammed paper.

3. Lower right cover

Open this cover to remove jammed paper.

Options



1. 500-Sheet Finisher
Sorts, stacks and staples the copies.

2. Bridge unit
Relays copies to the finisher.

3. Exposure glass cover
Lower this cover over originals for copying.

4. Document feeder (ADF)
Load a stack of originals here. They will be fed automatically.

5. Internal tray 2 (1 bin tray)
If you select this as the output tray, copied paper will be delivered here face down.

6. 1000-Sheet Finisher
Sorts, stacks and staples the copies.

*1 : Finisher proof tray

*2 : Finisher shift tray

7. Shift sort tray
Sorts and stacks the copies.

8. Paper tray unit
Consists of two paper trays.

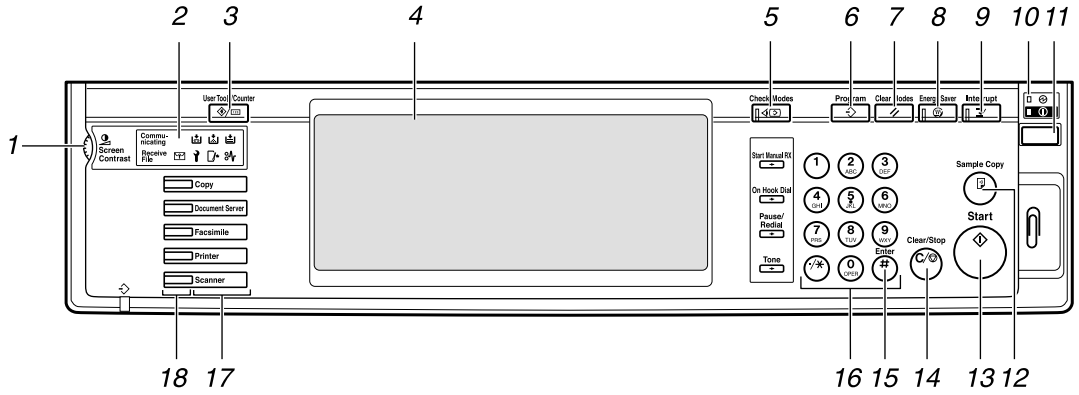
9. Large Capacity Tray (LCT)
Holds 2000 sheets of paper.

10. Bypass tray
Use when copying onto OHP transparencies, label paper (adhesive labels), translucent paper, postcards, envelopes and non-standard size paper. ⇒ p.61 “Copying from the Bypass Tray”

11. Duplex unit
Use to make two-sided copies.

12. Inter change unit
Required when installing the internal tray 2 (1 bin tray) and duplex unit.

Control Panel



ZEWS000N

1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show the status of the machine or indicate errors. ⇒ p.153 "Troubleshooting"

3. 【User Tools/Counter】 key

- User Tools
 Press to change the default settings and conditions to meet your requirements. ⇒ p.179 "User Tools (Copy/Document Server Features)"
- Counter
 Press to check or print the total number of copies made.
- Inquiry
 Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details.

4. Display panel

Shows operation status, error messages, and function menus. ⇒ p.10 "Display Panel"

5. 【Check Modes】 key

Press to check the entered copy job settings.

6. 【Program】 key

Press to select the program mode. ⇒ p.67 "Programs"

7. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

8. 【Energy Saver】 key

Press to switch to and from the Energy Saver mode. ⇒ p.71 "Energy Saver Mode"

9. 【Interrupt】 key

Press to interrupt a long copy job to make copies. ⇒ p.71 "Interrupt Copy"

10. Main power indicator

This indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

12. 【Sample Copy】 key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ p.72 "Sample Copy"

13. 【Start】key

Press to start copying. Press to start scanning and printing in Document Server mode.

14. 【Clear/Stop】key

- Clear
 Press to delete a number entered.
- Stop
 Press to stop a copy job in progress.

15. 【#】key

Press to enter a value.

16. Number keys

Use to enter the desired number of copies and data for selected modes.

17. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

18. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected
- Green: the function is active
- Red: the function has been interrupted

Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display might be damaged.

Note

❒ The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

❒ When you select or specify an item on the display panel, it is highlighted like Full Size.

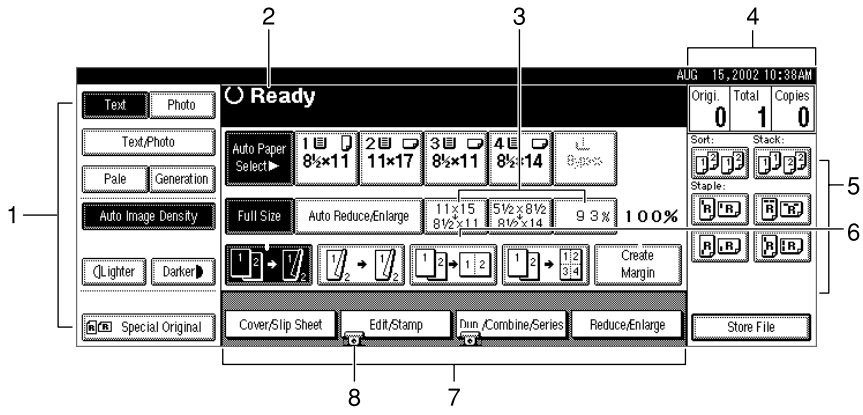
❒ Keys appearing as OK cannot be used.

Displays and Key Operations

Note

❒ The following illustrations are examples for a machine with the optional 1000-sheet finisher installed.

❖ Initial copy display



ZEWS130N

1. **Original mode, Image Density and Special Original mode**

2. **Operational status or messages**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. ⇒ "Shortcut R/E" on p.191 "Reproduction Ratio $^{1}/_{2}$"**

4. **The number of originals scanned into memory, number of copies set, and number of copies made**

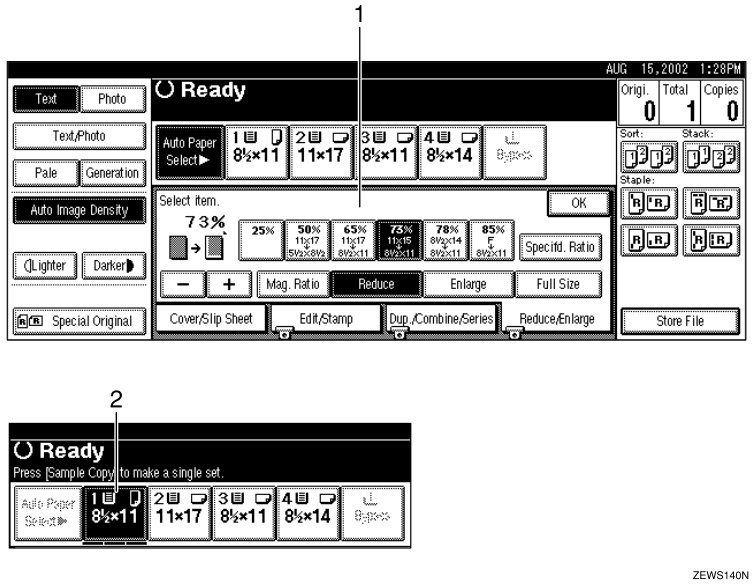
5. **Sort, Stack or Staple mode**

6. **Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. ⇒ "Copy Function Key F1-F5" on p.189 "General Features $^{3}/_{4}$"**

7. **Shows the available functions. Press a function name to display its menu. For example, press the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.**

8. **A clip mark appears for a currently selected function.**

❖ Function menu

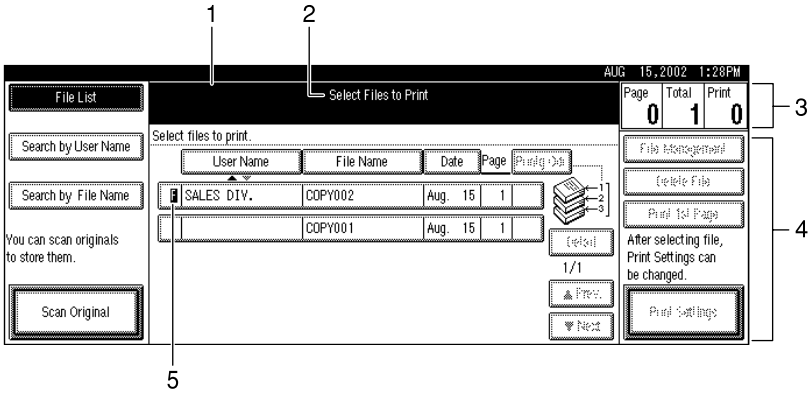


ZEWS140N

1. **Items you can select.**

2. **The key highlighted indicates the selected paper tray, and the key with the lower line blinking indicates the tray feeding the paper.**

❖ Document Server initial display



ZEWS150N

1. **Operational status and messages**

2. **Display titles**

3. **The number of originals scanned into memory, number of copies set, and number of copies made**

4. **Operational keys**

5. **Documents sent by fax**

Function List Based on Options

The functions that are available to you depend on your machine configuration and which options you have. See the table below.

❍…Available

×…Not available

		Type 1	Type 2	Place originals	
				on the exposure glass	in the document feeder
Document Feeder Mixed Sizes of the Same Width Mode		❍ *7	❍ *7	—	❍
Custom Size Originals		❍	❍	❍	❍
Original Orientation (Standard Orientation)		❍	❍	❍	❍
Auto Image Density		❍	❍	❍	❍
Manual Image Density		❍	❍	❍	❍
Auto Paper Select		❍	❍	❍	❍
Manual Paper Select		❍	❍	❍	❍
Copying from the Bypass Tray		❍ *5	❍ *5	❍ *5	❍ *5
Sample Copy/Job Preset		❍	❍	❍	❍
Auto Reduce/Enlarge		❍	❍	❍	❍
Reduce/Enlarge		❍	❍	❍	❍
Create Margin Mode		❍	❍	❍	❍
Book		❍	❍	❍	❍
Duplex		❍ *6	❍ *6	❍	❍
Combine	1 Sided 2 pages, 4 pages, 8 pages, →1 Side	❍	❍	❍	❍
	1 Sided 4 pages, 8 pages, 16 pages, → 2 Side	❍ *6	❍ *6	❍	❍
	2 Sided 2 pages, 4 pages, 8 pages, →1 Side	❍	❍	❍	❍
	2 Sided 4 pages, 8 pages, 16 pages, → 2 Side	❍ *6	❍ *6	❍	❍
Series	Book → 1 Sided	❍	❍	❍	×
	Book → 2 Sided	❍ *6	❍ *6	❍	×
	Front & Back → 2 Sided	❍ *6	❍ *6	❍	×

	Type 1	Type 2	Place originals	
			on the exposure glass	in the document feeder
Copying Book Originals	❍ *6	❍ *6	❍	❍
Image Repeat	❍	❍	❍	❍
Double Copies	❍	❍	❍	❍
Centering	❍	❍	❍	❍
Positive/Negative	❍	❍	❍	❍
Border Erase/Center Erase	❍	❍	❍	❍
Margin Adjustment	❍	❍	❍	❍
Background Numbering	*8 *9	*8 *9	❍	❍
Preset Stamp	*8 *9	*8 *9	❍	❍
User Stamp	*8 *9	*8 *9	❍	❍
Date Stamp/Page Numbering	❍	❍	❍	❍
Cover/Front/Back Cover/Slip Sheet	❍	❍	❍	❍
Sort	❍	❍	❍	❍
Shift Sort	*3	*3	❍	❍
Rotate Sort	*1 *2	*1 *2	❍	❍
Shift Stack	*3	*3	❍	❍
Staple	*4	*4	❍	❍
Store File	❍ *9	❍ *9	❍	❍

*1 Set the paper of the same size ▯▯ in the paper trays.
*2 You can use this function when "Rotate Sort" is selected in "Select Stack Function".
*3 500-sheet Finisher or 1000-sheet Finisher and Bridge unit; or Shift sort tray is required.
*4 500-sheet Finisher or 1000-sheet Finisher and Bridge unit is required.
*5 Bypass tray is required.
*6 Duplex unit and Inter change unit is required. 32 MB Memory or HDD is also required for certain types of originals.
*7 Document feeder is required.
*8 32 MB Memory is required. (If the machine is equipped with the Printer unit, 32 MB memory is not required.)
*9 HDD is required.

Turning On the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See p.30 “Auto Off” and "Timer Setting" in the System Settings manual.

Power switches

This machine has two power switches. ⇒ p.10 “Display Panel”

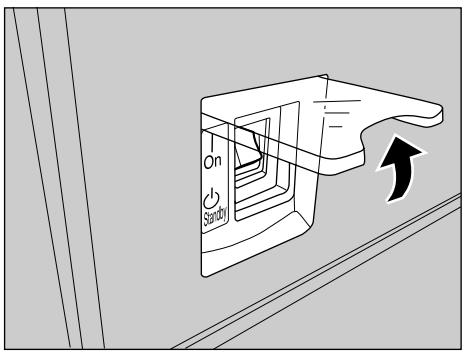
❖ **Operation switch (right side of the control panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (front of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Open the switch cover and turn on the main power switch. The Main Power indicator goes on.



ZEWH040N

Important

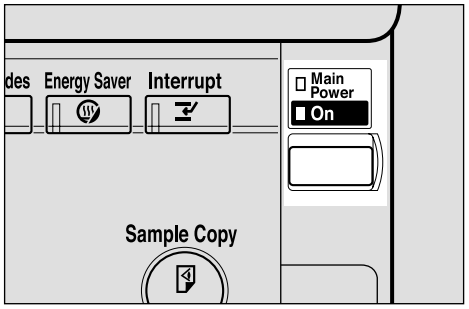
❒ Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

❒ You can use the machine within 15 seconds after the main power switch has been turned on.

Turning On the Power

1 Press the operation switch. The On indicator goes on.

The display panel will come on.



ZEWS020N

Note

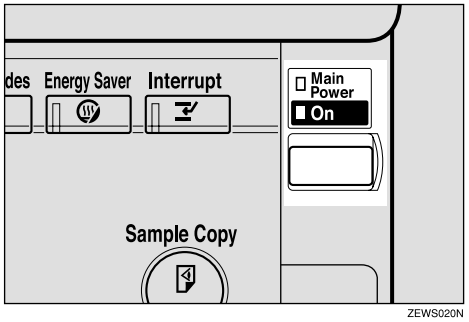
❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (less than 10 seconds), you can use the Auto Start function.

Turning Off the Power

1 Make sure that the exposure glass cover or document feeder is closed.

2 Press the operation switch. The On indicator goes off.



ZEWS020N

Note

❒ In the following cases, even if you press the operation switch, the indicator will not go off but blink:

- When the exposure glass cover or document feeder is open
- When communication is in progress with external equipment
- When the hard disk is operating

Turning Off the Main Power

1 Make sure that the On indicator is off.

2 Turn off the main power switch. The Main Power indicator goes off.

Important

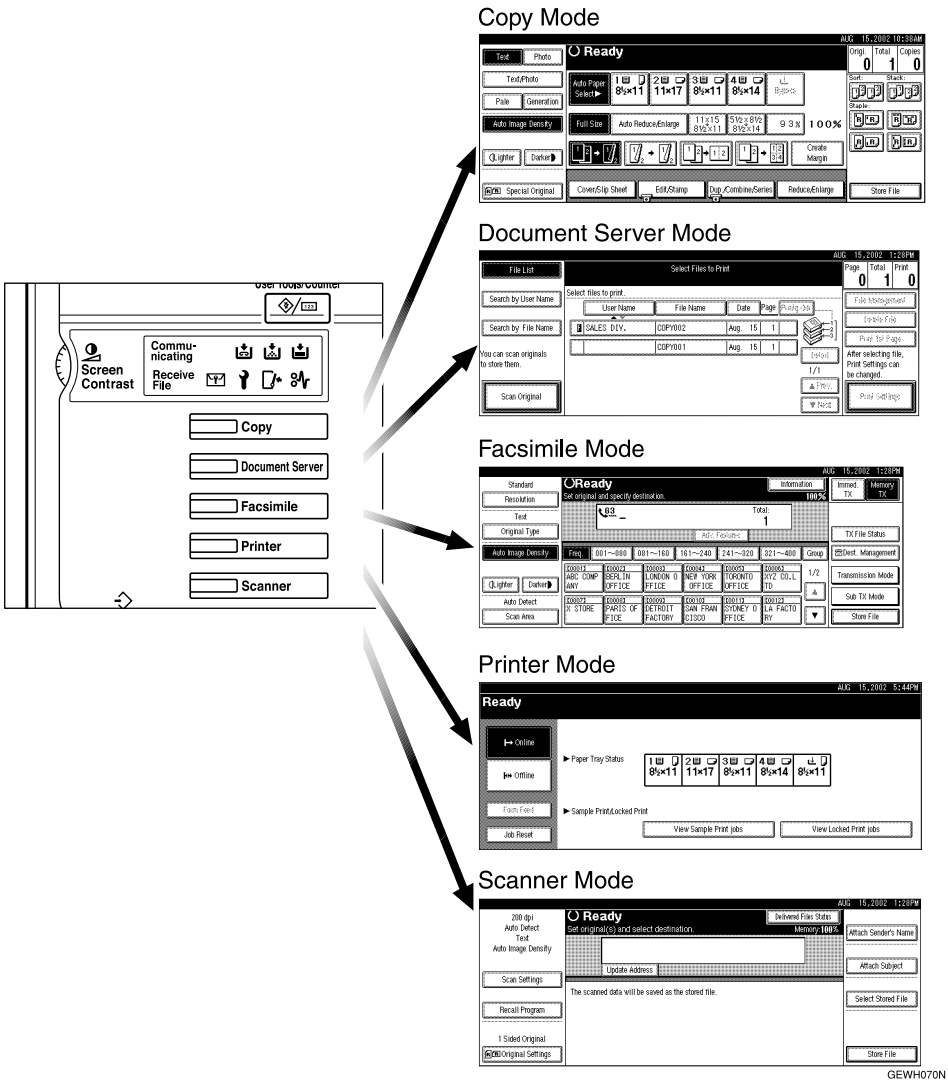
❒ Do not turn off the main power switch when the On indicator is lit or blinking. This might damage the hard disk or memory and cause malfunctions.

❒ Pull out the power plug after you turn off the main power switch. If you do not, the hard disk or memory might be damaged. This could cause malfunctions.

❒ Make sure 100% is displayed for the remaining memory space in facsimile mode before turning off the main power or unplugging the power cord. If the main power switch is turned off or the power cord is disconnected, any documents stored in fax memory will be lost after approximately one hour. ⇒Chapter 10, "When Power is Turned off or Fails" in Advanced Features manual of Fax Reference

Changing Modes

You can use this machine not only as a copier, but also as a fax, printer, document server and scanner as well. Press the **【Copy】**, **【Facsimile】**, **【Printer】**, **【Scanner】** or **【Document Server】** key to use that function.



Limitation

❒ You cannot switch modes in the following cases:

- During interrupt copying
- When scanning in a fax message for transmission
- During immediate transmission
- During On-hook dialing for fax transmission
- While scanning an original
- When accessing the user tools

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – A5	40 – 128g/m^2
	2-sided originals: A3 – A5	52 – 105g/m^2

❖ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	11 – 34 lb.
	2-sided originals: 11" × 17" – $5^1/_2$" × $8^1/_2$"	14 – 28 lb.

Note

❒ The number of originals that can be placed in the document feeder is about 50.

❒ The weight range for originals in the Mixed Size mode is 52-81g/m^2, 13.8-21.5 lb.

❒ Make sure the original is placed correctly so that it is fed straight.

❒ When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.

Non-recommended originals for the document feeder

Placing the following types of originals in the document feeder can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in ⇒ p.18 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that have correction fluid or ink on them that has not completely dried

Sizes Detectable by the Auto Paper Select

❖ Metric version

Size / Location of the original	A3	B4	A4	B5	A5	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13" *1
Exposure glass	❍	❍	❍	❍	×	×	❍	×	×	❍
Document feeder	❍	❍	❍	❍	❍	×	×	×	×	×

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" or 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting"in the System Settings manual.

❖ Inch version

Size / Location of the original	A3	B4	A4	B5	A5	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13"	8" × 10"	10" × 14"
Exposure glass	×	×	×	×	×	❍	❍	❍	×	×	❍	❍
Document feeder	×	×	×	×	×	❍	❍	❍	❍	×	×	❍

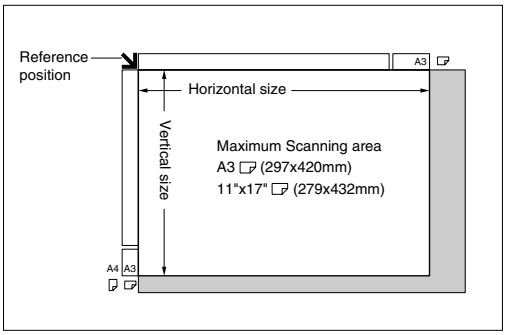
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

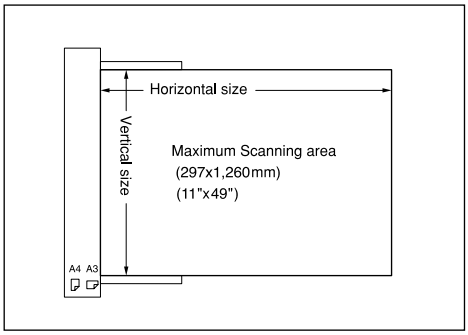
Missing Image Area

❖ Exposure glass



CP01AEE

❖ Document feeder



CP02AEE

❗ Limitation

❒ Even if you correctly place originals in the document feeder or on the exposure glass, 3mm (0.1") margins on all four sides of the original might not be copied.

❒ Make sure the original is placed correctly so that it is fed straight.

❒ When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.

❒ The maximum value for the system length setting is 1260mm (49").

Copy Paper

1

Recommended Paper Sizes and Types

The following limitations apply to each tray:

Tray Type	Paper Type and Weight	Metric Version	Inch Version	Paper Capacity
Tray 1 *10	60-90g/m² (16-24lb.)	A3, B4, A4, B5, A5		500 sheets
Paper Tray Unit *10 (option)		*1 11" ×17", 8 1/2" × 14", 8 1/2" × 11", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8 1/4" × 14", 11" × 14", 7 1/4" × 10 1/2", 8" × 10 1/2", 5 1/2" × 8 1/2", 8K, 16K		
		*2 Custom size Vertical: 140-297 mm Horizontal: 182-432 mm	*2 Custom size Vertical: 5.6"-11.7" Horizontal: 7.3"-17.0"	
Tray 2 *10	60-90g/m² (16-24lb.) Thin paper 52-60g/m² (14-16lb.)	A3, B4, A4, B5, A5		500 sheets
		*1 B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8" × 10", 8 1/4" × 14", 11" × 14", 8" × 10 1/2", 11" × 15", 10" × 14", 10" × 15", 8K, 16K		
		*2 Custom size Vertical: 100-297 mm Horizontal: 148-432 mm	*2 Custom size Vertical: 4.0"-11.7" Horizontal: 5.9"-17.0"	
	Thick paper *11 105-157g/m² (28-42lb.)	A3, B4, A4, B5, A5		*7
		*1 B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8" × 10", 8 1/4" × 14", 11" × 14", 8" × 10 1/2", 11" × 15", 10" × 14", 10" × 15", 8K, 16K		
		*2 Custom size Vertical: 100-297 mm Horizontal: 148-432 mm	*2 Custom size Vertical: 4.0"-11.7" Horizontal: 5.9"-17.0"	
	Translucent paper	A3, B4, A4, B5		
	OHP transparencies	A4		
	Postcards	100 × 148 mm		
	Label paper (adhesive labels)	B4, A4		
	Envelope	3 7/8" × 7 1/2", 4 1/8" × 9 1/2", C5 Env, C6 Env, DL Env		–

Tray Type	Paper Type and Weight		Metric Version	Inch Version	Paper Capacity
Bypass Tray *10 (option)	52-90g/m² (14-24lb.) Thin paper 52-60g/m² (14-16lb.)		A3, B4, 11" × 17", 8 1/2" × 14", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8 1/4" × 14", 11" × 14", 11" × 15", 10" × 14", 10" × 15", 8K		10 sheets
			A4, B5, A5, B6		100 sheets
			*3 A6, 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 10", 8" × 10 1/2", 16K		
			*4 Custom size Vertical: 90-305 mm Horizontal: 148-432 mm *12	*4 Custom size Vertical: 3.6"-12.0" Horizontal: 5.9"-17.0" *12	*8
	Thick paper *11 105-157g/m² (28-42lb.)		A3, B4, 11" × 17", 8 1/2" × 14", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 8 1/4" × 14", 11" × 14", 11" × 15", 10" × 14", 10" × 15", 8K		10 sheets
			A4, B5, A5, B6		40 sheets
			*3 A6, 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 10", 8" × 10 1/2", 16K		
			*4 Custom size Vertical: 90-305 mm Horizontal: 148-432 mm *12	*4 Custom size Vertical: 3.6"-12.0" Horizontal: 5.9"-17.0" *12	*9
	Translucent paper		A3, B4		10 sheets
			A4, B5		40 sheets *5
	OHP transparencies		A4		10 sheets *5
	Postcards		100 × 148 mm		40 sheets *5
	Label paper (adhesive labels)		B4, A4		1 sheet
	Envelope		3 7/8" × 7 1/2", 4 1/8" × 9 1/2", C5 Env, C6 Env, DL Env		–
Large Capacity Tray (LCT) *10 (option)		60-90g/m² (16-24lb.)	A4, 8 1/2" × 11" *6		2000 (1000 + 1000) sheets

*1 Set the paper size selector to the ✱ mark, and then select the paper size in System Settings. ⇒ "Paper Size Setting" in the System Settings manual

*2 Set the paper size selector to the ✱ mark, and then specify the paper size. ⇒ p.57 "Copying from the Paper Tray 2"

*3 Place the paper in the bypass tray, and select the paper size. ⇒ p.62 "When copying onto standard size paper"

*4 Place the paper in the bypass tray, and specify the paper size. ⇒ p.63 “When copying onto custom size paper”
When paper larger than 433mm is used, there are cases when the paper will be jammed, creased, or not fed. Make sure the paper is placed correctly so that it is fed straight.

*5 It is recommended to place one sheet at a time.

*6 The paper tray fence is fixed. If you wish to change the size of paper placed in this tray, contact your service representative.

*7 When loading paper, make sure that the stack height does not exceed the lower limit mark of the paper tray 2. ⇒ p.160 “Setting special paper in the Paper Tray 2”

*8 When the paper size is larger than A4□, you can load 10 sheets.
When the paper size is smaller than A4□, you can load 100 sheets.

*9 When the thick paper size is larger than A4□, you can load 10 sheets.When the thick paper size is smaller than A4□, you can load 40 sheets.

*10 When loading copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can load at a time depends on the paper thickness and condition.

*11 If you wish to copy onto thick (105g/m^2, 28 lb or heavier) paper, select Thick Paper mode. ⇒ "Special Paper Indication" in the System Settings manual

*12 Paper size up to 600mm(23.6") is available when an optional HDD is installed.

Important

❒ If you use damp or curled paper, staples may become jammed or a misfeed may occur.

Note

❒ When loading copy paper in the paper tray 1-4 and the large capacity tray (LCT), place the copy side of the paper face up.

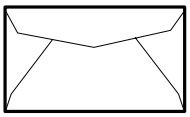
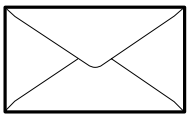
❒ When loading copy paper in the bypass tray, place the copy side of the paper face down.

❒ When you use the bypass tray, it is recommended to set the copy paper direction to □.

❒ Postcards and envelopes should be fed from the paper tray 2 or the bypass tray.

❒ Some kinds of envelopes might cause misfeeds and wrinkles. In this case, push down the green lever of the fusing unit.⇒ p.65 “When copying onto envelopes”

❒ Envelopes with large flaps should be fed from the paper tray 2 or a misfeed might occur. See the illustration below.

Paper Tray / Envelope Type	Paper Tray 2	Bypass Tray
	○	○
	○	×

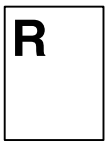
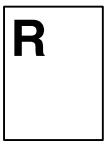
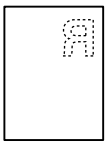
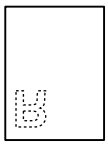
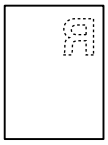
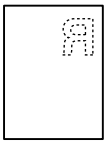
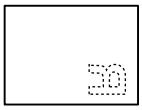
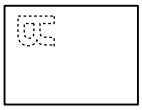
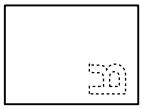
GEWH110E

❒ If you load paper of the same size in the same direction in two or more trays, the machine automatically shifts to the other tray when the first tray in use runs out of paper. This function is called Auto Tray Switching. (However, if the Paper Type of one tray is recycled or special paper, the settings of the other trays must be the same for Auto Tray Switching.) It saves interrupting a copy run to replenish paper when making a large number of copies. ⇒ p.41 “Selecting Copy Paper”, ⇒ p.184 “Auto Tray Switching”

❒ The paper types you can select in System Settings are only general classifications. The copy quality for every kind of paper in a classification is not guaranteed. See ⇒ p.26 “Non-recommended Paper” for more information.

Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ “Letterhead Setting” on p.204 “Input/Output”

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				Original on the exposure glass	Original on the document feeder
Paper placing direction	1 Sided				
	2 Sided			—	—
Paper placing direction	1 Sided		—		
	2 Sided		—	—	—

GEWH100E

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- OHP transparencies for color copying
- Paper with perforated lines
- Hemmed paper

❒ Do not copy on the side of paper that has been already copied on or a fault might occur.

Note

❒ Do not use the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with a lot of paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper that has been already copied or printed on or a fault might occur.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Under high temperature and high humidity conditions or low temperature and low humidity conditions, store paper in a vinyl bag.

Toner

Handling Toner

Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.

Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Important

❒ If you use toner other than the recommended type, a fault might occur.

Reference

If you want to add toner. ⇒ p.162 "Adding Toner"

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

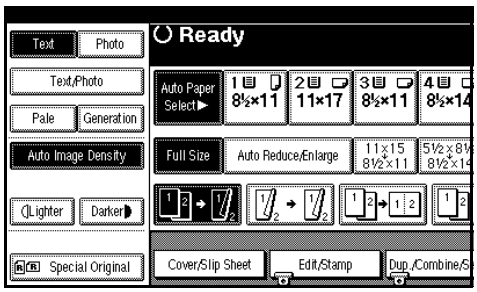
Note

❒ Toner cannot be re-used.

Basic Procedure

1 **Make sure that the machine is in Copy mode.**

If the machine is not in Copy mode, press the 【Copy】 key.



2 **When the machine is set for user codes, enter a user code (up to 8 digits) with the number keys, and then press the 【#】 key.**

The machine is ready to copy.

Reference

⇒ p.71 "Other Functions"

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the 【Clear Modes】 key.

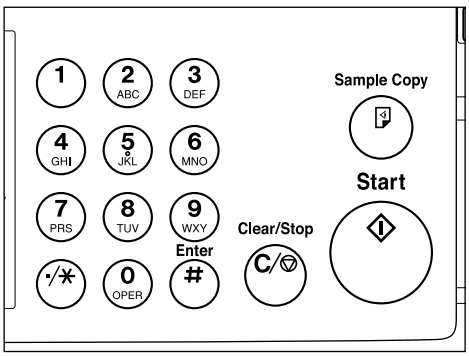
4 **Place your originals.**

Reference

⇒ p.31 "Placing Originals"

5 **Set your desired settings.**

6 **Enter the number of copies required with the number keys.**



Note

❒ The maximum copy quantity can be set between 1 and 99 (default: *99*).

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 **Press the 【Start】 key.**

The machine starts copying.

Note

❒ When you place originals on the exposure glass, press the 【#】 key after all originals are scanned.

❒ Copies are delivered face down.

❒ To stop the machine during a multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes】 key.

System Reset

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called "System Reset".

Note

❒ You can change the System Reset time. ⇒ "System Reset Timer" in the System Settings manual

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. ⇒ "Auto Off Timer" in the System Settings manual

❒ Auto Off time function will not operate in the following cases:

- When a warning massage is displayed
- When the service call massage is displayed
- When the paper is jammed
- When the cover is open
- When "Adding Toner" message is displayed
- When the toner is being replenished
- When the User Tools/Counter screen is displayed
- When fixed warm-up is in progress
- When the facsimile, printer or other functions are operating
- When operations have been suspended during printing
- When the handset is in use
- When the On-hook dialing function is in use
- When a recipient is being registered in the address list or group dial list
- When the Data In indicator is on or blinking
- When the sample print or confidential print screen is displayed

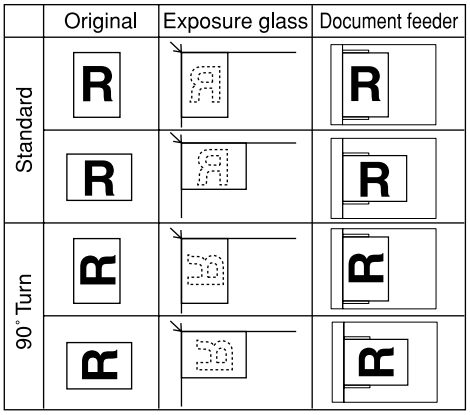
Placing Originals

Limitation

❒ Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will be copied.

Note

❒ Some copy functions may produce different results depending on the direction of the originals. For details, see the explanation for each function.



Reference

⇒ p.18 “Originals”

Placing Originals on the Exposure Glass

1 Lift the exposure glass cover or the document feeder.

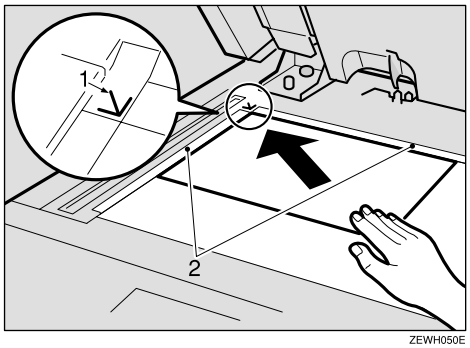
Important

❒ Do not open the exposure glass cover or the document feeder forcefully. Otherwise, the cover of the document feeder might open or be damaged.

Note

❒ Be sure to open the exposure glass cover or the document feeder by more than 30°. Otherwise, the size of the original might not be detected correctly.

2 Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



1: Reference mark

2: Scale

Note

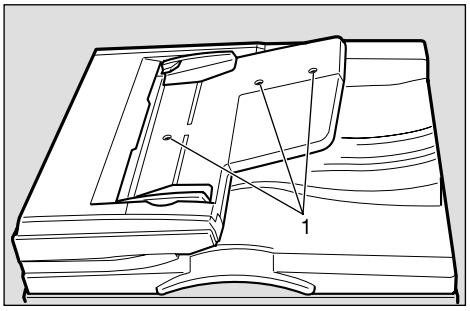
❒ Start with the first page to be copied.

3 Lower the exposure glass cover or document feeder.

Placing Originals in the Document Feeder

Note

- ❒ The last page should be on the bottom.
- ❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.
- ❒ The original might become dirty if it is written with a pencil or a similar tool.
- ❒ You cannot place a multi-page original with pages of different sizes in the document feeder. If the originals contains pages of different width, use the SADF function and place each page one at a time. Alternatively, place pages one at a time on the exposure glass.
- ❒ A multi-page original with the same width can be placed in the document feeder using Mixed Size mode function.
- ❒ Do not place any foreign objects on the sensors or cover them with your hands. This could cause the size not to be detected properly.



ZEVH210E

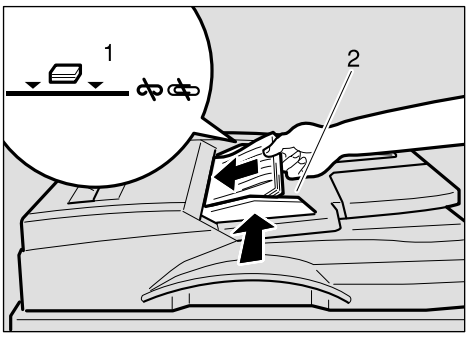
1: Sensor

Reference

Regarding originals that the document feeder can handle. ⇒ p.18 “Originals”

Placing a Stack of Originals in the Document Feeder

1 Place the aligned originals face up into the document feeder.



ZEWH060E

1: Limit mark

2: Document guide

Note

- ❒ Straighten curls in the originals before placing them in the document feeder.
- ❒ To avoid a multi-sheet feed, shuffle the originals before placing them in the document feeder.

Original Orientation

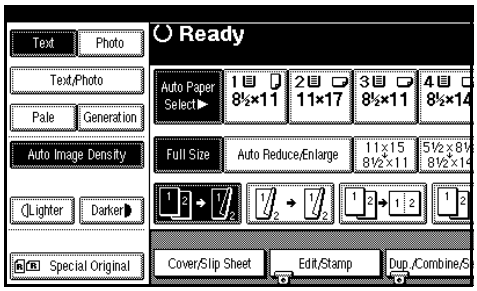
You can set the original orientation in the following ways.

This function is useful for copying torn originals or large originals.

❖ **Standard Orientation**
Select this function when the original direction is the same as the copy paper direction.

❖ **90° Turn**
This function rotates the copy image by 90°.
Use this function when you want to copy onto A3, B4 or 11" × 17" paper.

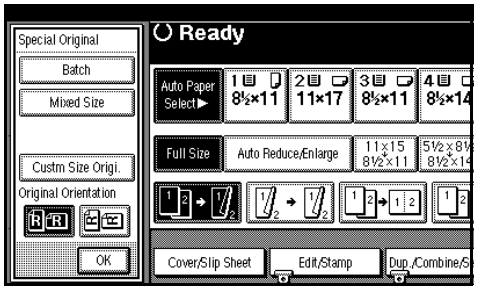
1 Press the [Special Original] key.



2 Select the original orientation.

Standard Orientation

❶ Make sure that the key is selected.



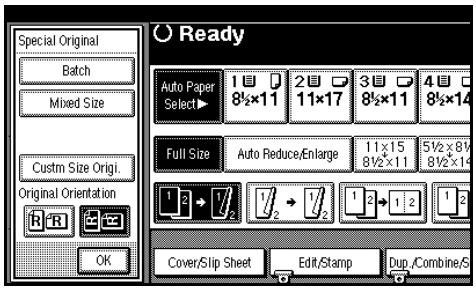
90° Turn

When you want to copy A3 ▯, B4 ▯ or 11" × 17" ▯ size originals, place your original in the landscape orientation, and then press the key. The machine rotates the original image, and you can make copies as you wish. This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

Note

❒ It is recommended to use this function together with the Auto Paper Selector or the Preset Reduce/Enlarge function.

❶ Press the key.



3 Press the [OK] key.

Placing Special Originals

Use this function when you want to use Batch mode, SADF mode, Mixed Size mode, or when you select the original orientation.

2

Batch mode

Up to 50 standard originals can be set in the document feeder at a time.

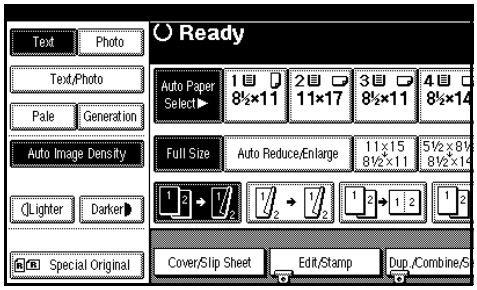
Important

❒ When placing special originals such as translucent paper, place them one by one.

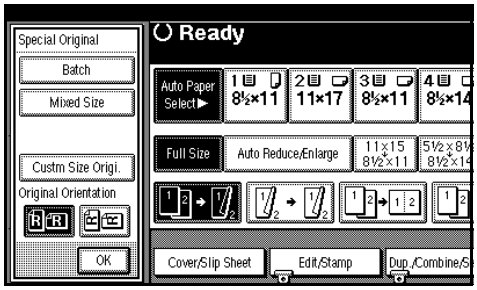
Note

❒ The **[Batch]** key can be changed to the **[SADF]** key. ⇒ p.204 "Switch to Batch (SADF)"

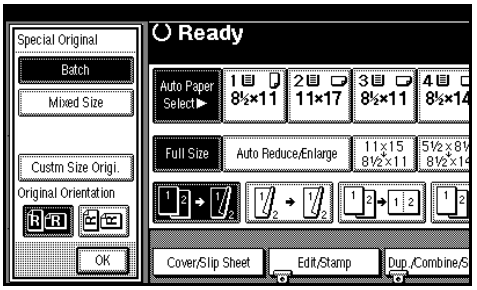
1 **Press the [Special Original] key.**



2 **Press the [Batch] key.**

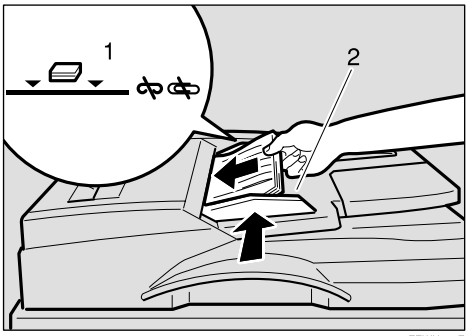


3 **Press the [OK] key.**



4 **Place your originals, and then press the [Start] key.**

5 **After all the previously placed originals are fed, place the next originals.**



ZEWH060E

1: Limit mark

2: Document guide

Note

❒ When the Sort, Combine or Duplex function has been set, press the [#] key after all originals are scanned.

6 **Press the [Start] key.**

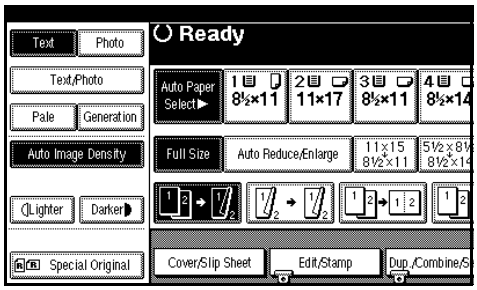
SADF mode

In SADF mode, even when an original is placed page by page in the document feeder (ADF), each page is automatically fed when placed.

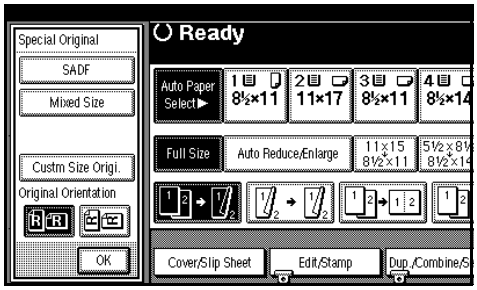
Note

❒ To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.204 "Switch to Batch (SADF)"

1 **Press the [Special Original] key.**



2 **Press the [SADF] key.**

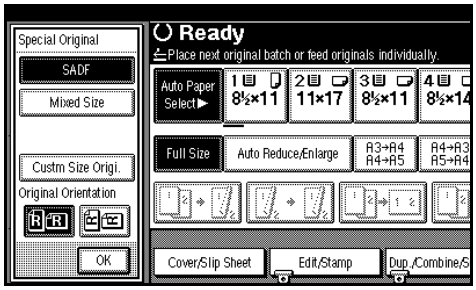


3 **Place one page of an original, and then press the【Start】key.**

The Auto Feed indicator is shown on the display.

4 **When the machine instructs you to place another original, place the next page.**

The second and subsequent pages will be fed automatically without pressing the【Start】key.



Note

❒ You can adjust the time the machine waits before being ready for the next original. ⇒ p.204 "SADF Auto Reset"

Mixed Size mode

When you place different size originals which have the same width in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

Limitation

❒ When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.

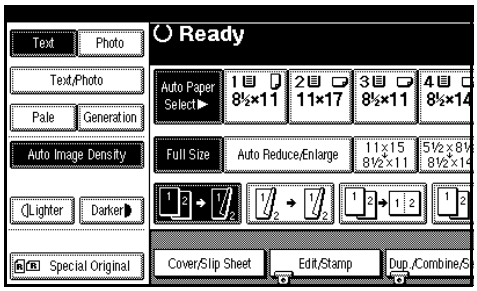
❒ The weight range for originals placed with this function is 52 – 81g/m^2, 14 – 20 lb.

❒ The sizes of the originals that can be placed together with this function are as follows:

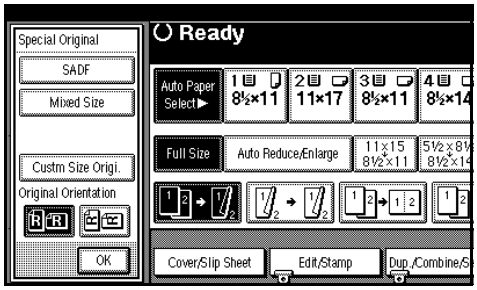
Metric version	A3 ▭ • A4 ▯, A4 ▭ • A5 ▯
Inch version	11" × 17" ▭ • 8 1/2" × 11" ▯, 8 1/2" × 14" ▭ • 8 1/2" × 11" ▯, 8 1/2" × 11" ▭ • 5 1/2" × 8 1/2" ▯, 8 1/2" × 14" ▭ • 5 1/2" × 8 1/2" ▯

❒ Copying speed and scanning speed will be reduced.

1 **Press the [Special Original] key.**

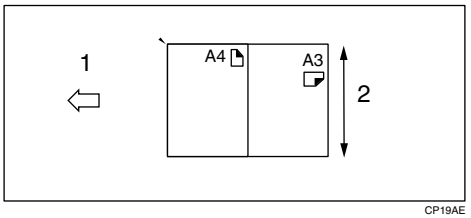


2 **Press the [Mixed size] key.**



3 **Press the [OK] key.**

4 **Align the rear and left edges of the originals as shown in the illustration.**



1: Place in into the document feeder.

2: Vertical size

5 **Adjust the guide to the widest original size.**

6 **Place the aligned originals face up into the document feeder.**

7 **Press the [Start] key.**

Placing Custom Size Originals

When placing custom size originals in the document feeder, specify the size of the originals.

Limitation

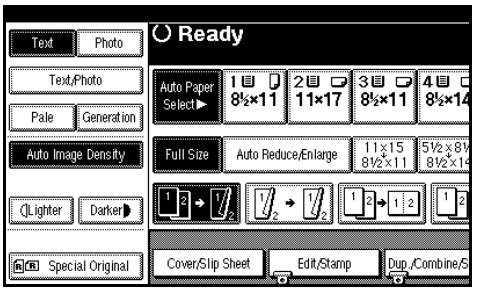
❒ Paper that has a vertical length of 128-297mm (5" – 11") and a horizontal length of 128-1,260mm (5" – 49") can be placed with this function.

Note

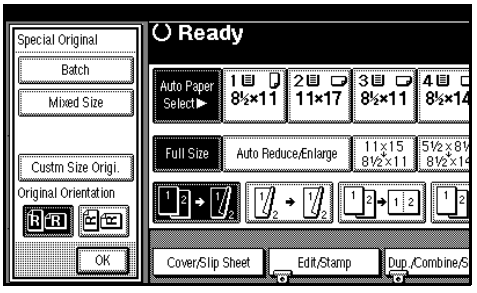
❒ Make sure the original is placed correctly so that it is fed straight.

❒ When placing paper 433mm or larger in the document feeder (ADF), there are cases when the paper will be jammed, creased, or not fed.

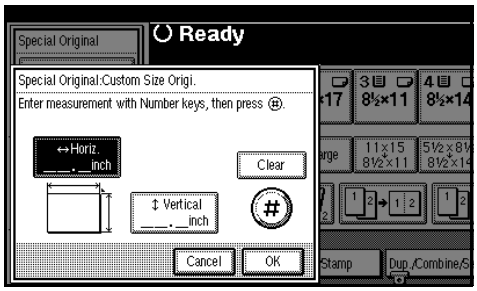
1 **Press the [Special Original] key.**



2 **Press the [Custm Size Origi.] key.**



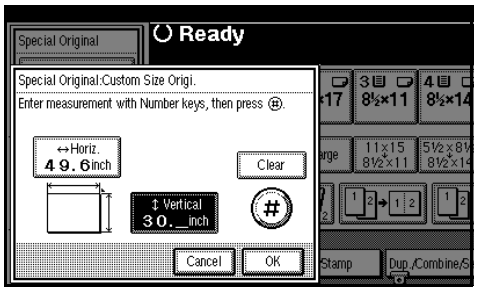
3 **Enter the horizontal size of the original with the Number keys, and then press the [#] key.**



Note

❒ If you make a mistake, press the **[Clear]** or **【Clear/Stop】** key, and then enter the value again.

4 **Enter the vertical size of the original with the Number keys, and then press the [#] key.**



5 **Press the [OK] key.**

6 **Place your originals, and then press the 【Start】 key.**

Note

❒ If you make a mistake, press the **[Clear]** or **【Clear/Stop】** key, and then enter the value again.

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Pale, and Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

❖ **Sort**
Copies can be assembled as sets in sequential order.

❖ **Rotate Sort**
Every other copy set is rotated by 90° and delivered to the copy tray.

❖ **Stack (The optional Bridge unit and an optional finisher are required for this function)**
Copies can be assembled with each page placed.

❖ **Staple (The optional Bridge unit and an optional finisher are required for this function)**
Each copy set can be stapled together.

Note

❒ You can select the functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is turned on.

❒ You can change the default settings for basic functions.

Reference

⇒ "Settings You Can Change with the User Tools" in System Settings manual

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types of adjustment available:

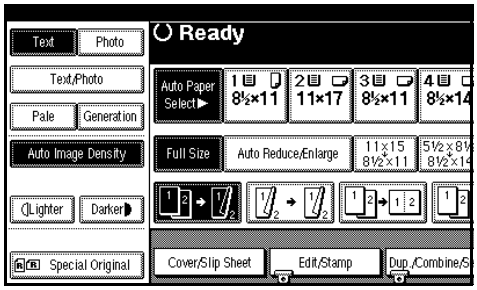
❖ **Auto Image Density**
The machine automatically adjusts the image density.

❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto Image Density

1 **Make sure that the [Auto Image Density] key is selected.**



Note

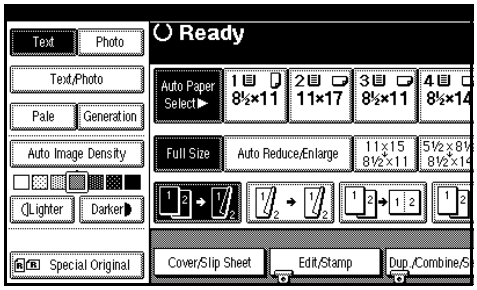
❒ If the **[Auto Image Density]** key is not selected, press the **[Auto Image Density]** key.

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Manual Image Density

1 **Press the [Auto Image Density] key to cancel it.**

2 **Press the [Lighter] or [Darker] key to adjust the image density.**



Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

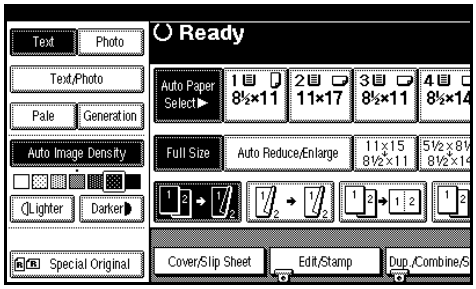
Combined Auto and Manual Image Density

1 **Make sure that the [Auto Image Density] key is selected.**

Note

❒ If the **[Auto Image Density]** key is not selected, press the **[Auto Image Density]** key.

2 **Press the [Lighter] or [Darker] key to adjust the density.**



Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**
Select this mode when your originals contain only text (no pictures).

❖ **Text/Photo**
Select Text·Photo when your originals contain photographs or pictures with text.

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

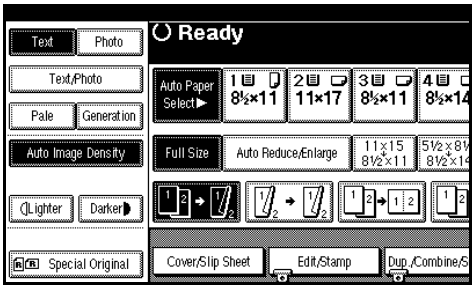
❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

❒ You can hide all the original type keys on the initial display. ⇒ p.185 "Original Type Display"

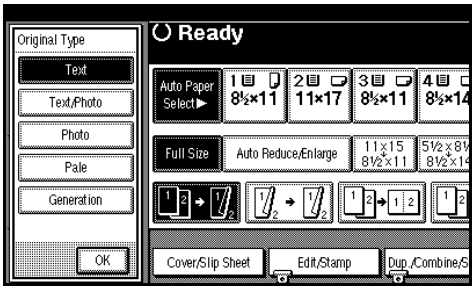
❒ You can adjust the quality level for each original type. ⇒ p.185 "Copy Quality"

1 **Press the appropriate key to select the original type.**



Note

❒ If "Hide" has been selected in "Original Type Display" of the User Tools, press the **[Original Type]** key to select the original type, and then press the **[OK]** key. ⇒ "Original Type Display" on p.184 "General Features $^{1}/_{4}$"



❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ p.43 “Rotated copy”

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or large capacity tray (LCT).

Reference

⇒ p.61 “Copying from the Bypass Tray”

Limitation

❒ Only the paper trays set to "No Display" or "Recycled Paper" in "Paper Type", and also set to "Yes" in "Apply Auto Paper Select", can be selected in Auto Paper Select mode. ⇒ "Paper Size Setting" in the System Settings manual

❒ If you set all the paper trays other than "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

Note

❒ See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3⬓, B4⬓, A4⬒⬓, B5⬒⬓, A5⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 13"⬓
Document feeder	A3⬓, B4⬓, A4⬒⬓, B5⬒⬓, A5⬒⬓, $8^1/_2$" × 13"⬓

❖ Inch version

Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 11"⬒⬓, 10" × 14"⬓, 8" × 10"⬓
Document feeder	11" × 17"⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 11"⬒⬓, 10" × 14"⬓, $5^1/_2$" × $8^1/_2$"⬓

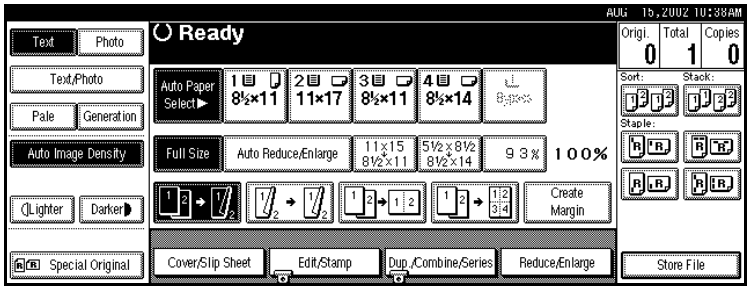
❒ For some originals, the original size might not be detected correctly. ⇒ p.20 “Sizes difficult to detect”

❒ When you load special paper, such as recycled paper, in a paper tray, you can have the paper type shown on the display. ⇒ "Special Paper Indication" in the System Settings manual

Auto Paper Select

1 Make sure that the [Auto Paper Select] key is selected.

If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.

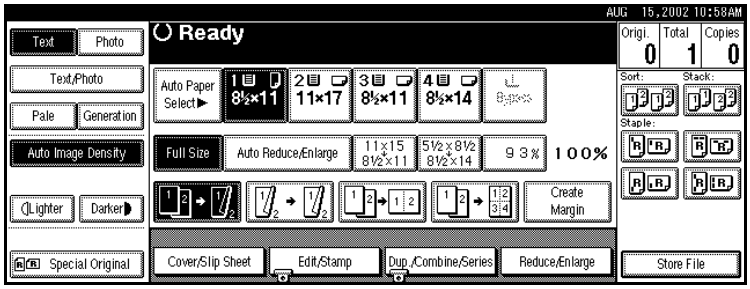


Note

- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.
- ❒ Trays with a key mark will not be automatically selected. ⇒ "Paper Size Setting" in the System Settings manual

Manual Paper Select

1 Select the paper tray, bypass tray or large capacity tray (LCT).

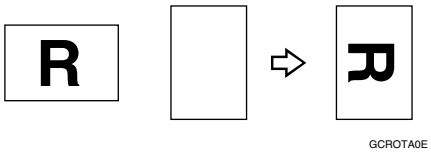


Note

- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.
- ❒ If "Hide" has been selected in "Paper Display" of the User Tools, press the **[Auto Paper Select]** key. ⇒ p.184 “Paper Display”

Rotated copy

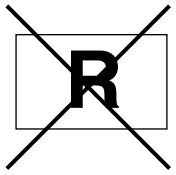
If the direction in which your original is placed (⊏ or ⊐) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ "Auto Paper Select" on p.41 “Selecting Copy Paper” and ⇒ p.44 “Auto Reduce/Enlarge”

Original Orientation	Paper Orientation	Copy Orientation
		

Limitation

❒ The default setting for "Auto Tray Switching" is "With image rotation ". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.184 “Auto Tray Switching”

❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the ⊏ direction.

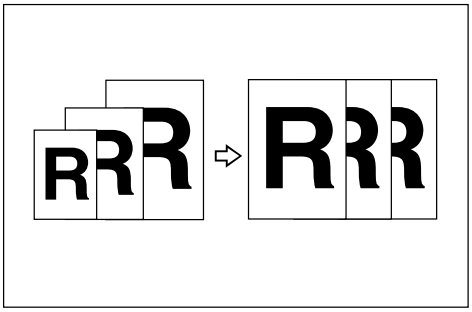
	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 ⊐	 GCROTA1E	When enlarging to →	B4, A3	 GCROTA2E
However, you can use:	A4, B5, or A5 ⊏	 GCROTA3E	When enlarging to →	B4, A3	 GCROTA4E

❒ You cannot use the Rotated Copy function when "Left 2" or "Top 2" is selected for stapling when using the 1000-sheet finisher. ⇒ p.51 “Staple”

❒ You cannot use the Rotate Copy function if the Staple function is selected when using the 500-sheet finisher.

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use.

❖ Metric version

Where Original Is Placed	Original Size and Direction
Exposure glass	A3□, B4□, A4□□, B5□□, A5□, 8 1/2"×14"□, 8 1/2"×13"□
Document feeder	A3□, B4□, A4□□, B5□□, A5□□, 8 1/2"×13"□

❖ Inch version

Where Original Is Placed	Original Size and Direction
Exposure glass	11"×17"□, 8 1/2"×14"□, 8 1/2"×11"□□, 10"×14"□, 8"×10"□
Document feeder	11"×17"□, 8 1/2"×14"□, 8 1/2"×11"□□, 10"×14"□, 5 1/2"×8 1/2"□

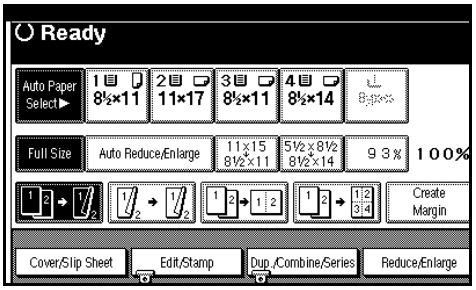
❒ The reproduction ratios the machine will select are 25 – 400% (25-200% when setting originals in the document feeder).

❒ For some originals, the original size might not be detected correctly. ⇒ p.20 "Sizes difficult to detect"

❒ You can place originals of different sizes in the document feeder at the same time. ⇒ p.35 "Mixed Size mode"

❒ You cannot use the Rotated Copy function when enlarging to B4 or A3. When enlarging to B4 or A3 size copy paper, place the original in the □ direction.

1 **Press the [Auto Reduce/Enlarge] key.**



2 **Select the paper tray.**

Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ Sort

- Sort
- Rotate Sort
- Shift sort (an optional finisher and the optional Bridge unit are required)

❖ Stack

- Stack
 (an optional finisher and the optional Bridge unit are required)

❖ Staple (an optional finisher and the optional Bridge unit are required)

With 1000-Sheet Finisher

- Top
- Left 2
- Bottom
- Top 2

With 500-Sheet finisher

- Top

Limitation

❒ You cannot use the bypass tray with this function.

❒ The maximum capacity for Sort and Stack with paper smaller than B5 ▭ is 100 sheets.

Note

❒ When the number of copies exceeds the tray capacity, remove copies from the tray.

❒ The maximum tray capacity is as follows.

	Paper Size and Direction	Paper Capacity and Weight
Internal tray	A4▯▭, B5▯▭, A5▯▭, B6▭, A6▭, Postcard▭, 8 1/2" × 11"▯▭, 7 1/4" × 10 1/2"▯▭, 5 1/2" × 8 1/2"▯▭, 8" × 10 1/2"▯▭, 8" × 10"▯▭, 16K▯▭	500 sheets *1 (80g/m²) (20 lb.)
	A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭, 8" × 13"▭, 8 1/2" × 13"▭, 8 1/4" × 14"▭, 8 1/4" × 13"▭, 11" × 15"▭, 11" × 14"▭, 10" × 14"▭, 10" × 15"▭, 8K▭	250 sheets *2 (80g/m²) (20 lb.)
	3 7/8" × 7 1/2"▭, 4 1/8" × 9 1/2"▭, C5 Env▭, C6 Env▭, DL Env▭	–

	Paper Size and Direction	Paper Capacity and Weight
Internal tray 2 (1 bin tray)	A3□, B4□, A4□□, B5□□, A5□, 11" × 17"□, 8 1/2" × 14"□, 11" × 15"□ *3, 11" × 14"□, 10" × 14"□ *3, 10" × 15"□ *3, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□ *3, 5 1/2" × 8 1/2"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8" × 10 1/2"□□, 8" × 10"□□ *3, 8 1/4" × 14"□	125 sheets (80g/m²) (20 lb.)
Shift sort tray	A4□□, B5□□, A5□□, B6□, A6□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□, 5 1/2" × 8 1/2"□, 8" × 10"□□	250 sheets (80g/m²) (20 lb.)
	A3□, B4□, 11" × 17"□, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□	125 sheets (80g/m²) (20 lb.)
500-Sheet Finisher	A4□□, B5□, 8 1/2" × 11"□□, 8" × 10 1/2"□	500 sheets (80g/m²) (20 lb.)
	A3□, B4□, 11" × 17"□, 11" × 14"□, 8 1/2" × 14"□, 8 1/2" × 13"□	250 sheets (80g/m²) (20 lb.)
1000-Sheet Finisher	Finisher proof tray A4□□, B5□□, A5□□, B6□, A6□, Postcard□, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□□ *4, 5 1/2" × 8 1/2"□, 8" × 10 1/2"□□, 8" × 10"□ *4	250 sheets (80g/m²) (20 lb.)
	A3□, B4□, 11" × 17"□, 11" × 15"□ *4, 11" × 14"□, 10" × 14"□ *4, 10" × 15"□ *4, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8 1/4" × 14"□	50 sheets (80g/m²) (20 lb.)
	Finisher shift tray A4□□, B5□□ *5, 8 1/2" × 11"□□, 7 1/4" × 10 1/2"□, 8" × 10 1/2"□□	1000 sheets (80g/m²) (20 lb.)
	A3□, B4□, 11" × 17"□, 11" × 14"□, 8 1/2" × 14"□, 8" × 13"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8 1/4" × 14"□	500 sheets (80g/m²) (20 lb.)

*1 250 sheets when the optional bridge unit is installed.
*2 125 sheets when the optional bridge unit is installed.
*3 To place paper of sizes 10 1/2" × 7 1/4"□, 8" × 10"□□, 11" × 15"□, 10" × 14"□, and 10" × 15"□, use the paper tray 2.
*4 To place paper of sizes 10 1/2" × 7 1/4"□, 8" × 10"□□, 11" × 15"□, 10" × 14"□, and 10" × 15"□, use the paper tray 2 or the optional bypass tray.
*5 B5□ cannot be shifted.

Note

❒ When selecting Sort, Stack or Staple functions, copies of some sizes can be made, by feeding the paper from tray 2 or the optional bypass tray. Refer to each section. ⇒ p.47 "Sort", p.49 "Stack", p.51 "Staple"

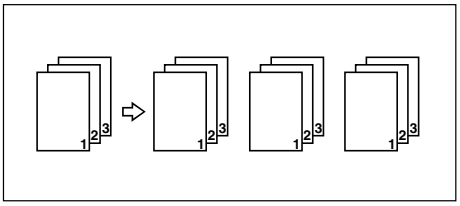
❒ When using the Rotate Sort or Staple functions, the capacity may be reduced.

Sort

Copies can be assembled as sets in sequential order.

❖ Sort

Copies are assembled as sets in sequential order.



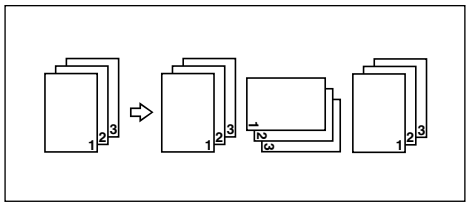
Note

❒ The paper sizes that can be used in the Sort function are as follows.

Metric version	A3, B4, A4, B5, A5
Inch version	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

❖ Rotate Sort

Every other copy set is rotated by 90° and delivered to the copy tray.



Note

❒ When an optional finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. ⇒ "Select Stack Function" on p.204 “Input/Output”

❒ The paper sizes that can be used in the Rotate Sort function are as follows.

Metric version	A4, B5
Inch version	$8^1/_2$" × 11"

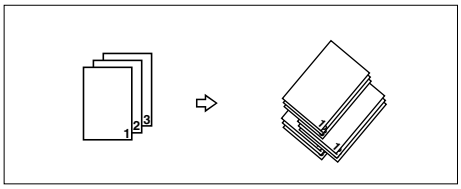
❒ To use the Rotate Sort function, two paper trays with paper identical in size and different in direction () are required.

Reference

For the paper capacity of the optional finishers ⇒ p.223 “500-Sheet Finisher (Option)”, ⇒ p.224 “1000-Sheet Finisher (Option)”.

❖ Shift Sort

- 500-Sheet Finisher/1000-Sheet Finisher/Shift Sort Tray
 Each time the copies of one set or those of each job are delivered, the next copy is shifted when delivered so that you can differentiate each set or job. If the shift sort tray is installed, it provides this function by sliding from side to side.



Note

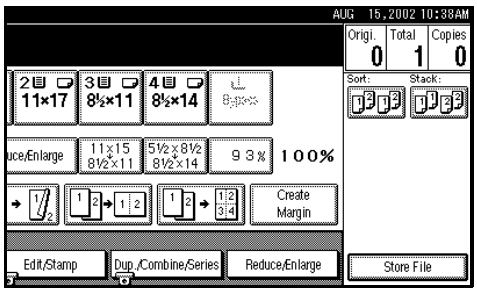
❒ The paper sizes that can be used in the Sort function are as follows.

	500-Sheet Finisher	1000-Sheet Finisher
Paper Size and Direction	A3□, B4□, A4□□, B5□, 11"×17"□, 11"×15"□ *1, 11"×14"□, 10"×14"□ *1, 10"×15"□ *1, $8^1/_2$"×14"□, $8^1/_2$"×13"□, $8^1/_2$"× 11"□□, 8"×$10^1/_2$"□, 8"×10"□ *1, $7^1/_4$"× $10^1/_2$"□ *1	A3□, B4□, A4□□, B5□, 11"×17"□, 11"×15"□ *1, 11"×14"□, 10"×14"□ *1, 10"×15"□ *1, $8^1/_2$"×14"□, $8^1/_2$"×13"□, $8^1/_4$"×14"□, $8^1/_4$"×13"□, 8"×13"□, $8^1/_2$"×11"□□, 8"×$10^1/_2$"□□, 8"×10"□□ *1, $7^1/_4$"× $10^1/_2$"□□ *1

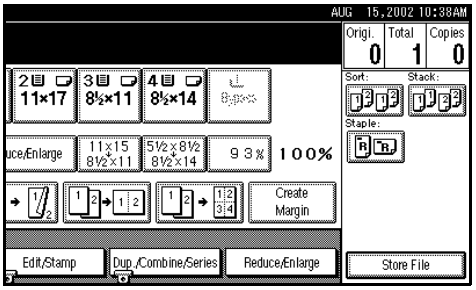
*1 To place paper of sizes $7\ ^1/_4$" × $10\ ^1/_2$"□, 8" × 10"□□, 11" × 15"□, 10" × 14"□, and 10" × 15"□, use the paper tray 2 or the optional bypass tray.

1 Press the [Sort] or [Rotate Sort] key.

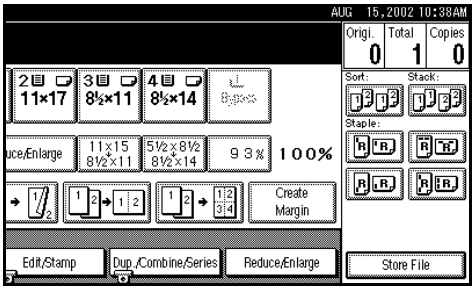
❖ **When a finisher is not installed**



❖ **When the 500-Sheet Finisher is installed**



❖ **When the 1000-Sheet Finisher is installed**



Note

❒ When the optional finisher is installed, use the User Tools to display **[Rotate Sort]**. ⇒ "Select Stack Function" on p.204 "Input/Output"

2 Enter the number of copy sets with the number keys.

Limitation

❒ The maximum number of sets is 99.

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

3 **Place your originals, and then press the 【Start】 key.**

When placing a stack of originals in the document feeder

❶ **Place a stack of originals in the document feeder, and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instructions on the display, and try again.

When setting an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

Note

❒ When using the SADF function, each page of the original will automatically be fed when placed, without pressing the 【Start】 key. ⇒ p.35 "SADF mode"

❒ Set the original in the same direction as the first one.

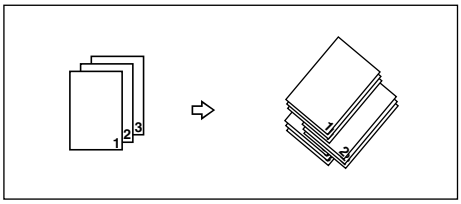
❸ **After all originals are scanned, press the 【#】 key.**

Stack

Copies can be assembled with each page placed.

❖ Shift Stack

- 500-Sheet/1000-Sheet Finisher/Shift Sort Tray
 This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. If shift sort tray is installed, it provides this function by sliding from side to side.



Note

❒ The paper sizes that can be used with the Stack function are as follows.

	500-Sheet Finisher	1000-Sheet Finisher
Paper Size and Direction	A3⬓, B4⬓, A4⬒⬓, B5⬒, 11" × 17"⬓, 11" × 15"⬓ *1, 11" × 14"⬓, 10" × 14"⬓ *1, 10" × 15"⬓ *1, 8 1/2" × 14"⬓, 8 1/2" × 13"⬓, 8 1/2" × 11"⬒⬓, 8" × 10 1/2"⬒, 8" × 10"⬒ *1, 7 1/4" × 10 1/2"⬒ *1	A3⬓, B4⬓, A4⬒⬓, B5⬒, 11" × 17"⬓, 11" × 15"⬓ *1, 11" × 14"⬓, 10" × 14"⬓ *1, 10" × 15"⬓ *1, 8 1/2" × 14"⬓, 8 1/2" × 13"⬓, 8 1/4" × 14"⬓, 8 1/4" × 13"⬓, 8" × 13"⬓, 8 1/2" × 11"⬒⬓, 8" × 10 1/2"⬒⬓, 8" × 10"⬒⬓ *1, 7 1/4" × 10 1/2"⬒⬓ *1

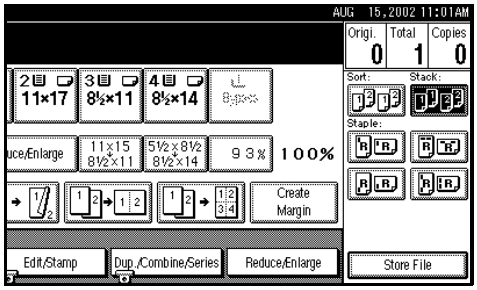
*1 To place paper of sizes 7 1/4" × 10 1/2"⬒, 8" × 10"⬒⬓, 11" × 15"⬓, 10" × 14"⬓, and 10" × 15"⬓, use the paper tray 2 or the optional bypass tray.

Reference

For the maximum tray capacity of the optional finishers ⇒ p.223 "500-Sheet Finisher (Option)", ⇒ p.224 "1000-Sheet Finisher (Option)".

2

1 Press the [Stack] key.



2 Enter the number of copies with the number keys.

Note

❒ To change the entered number, press the 【Clear/Stop】 key.

3 Place your originals, then press the 【Start】 key.

When placing a stack of originals in the document feeder

❶ Place a stack of originals in the document feeder, and then press the 【Start】 key.

Note

❒ The last page should be on the bottom.

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

❶ Place the original, and then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ Place the next original. When it is placed on the exposure glass, press the 【Start】 key.

Note

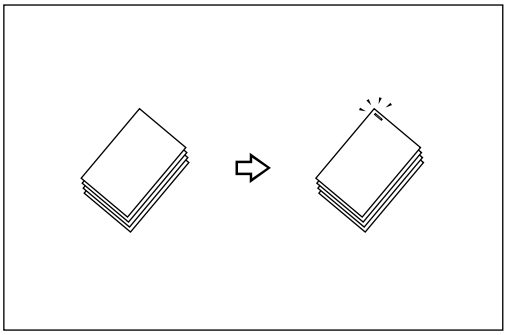
❒ When using the SADF function, each page of the original will automatically be fed when placed, without pressing the 【Start】 key. ⇒ p.35 "SADF mode"

❒ Place the original in the same direction as the first one.

Staple

An optional finisher and the bridge unit are required to use this function.

Each copy set can be stapled together.



Limitation

❒ You cannot use the following paper in this function:

- Postcards
- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Thin paper
- Curled paper
- Paper of low stiffness
- Paper of different vertical sizes

Note

❒ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray, and then resume copying.

	Paper size	Stapler capacity	
500-Sheet Finisher	A3□, B4□, A4▯□, B5▯, 11" × 17"□, 11" × 15"□ *1, 11" × 14"□, 10" × 14"□ *1, 10" × 15"□ *1, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/2" × 11"▯□, 8" × 10 1/2"▯, 8" × 10"▯ *1, 7 1/4" × 10 1/2"▯ *1	A3□, B4□, 11" × 17"□, 11" × 15"□, 11" × 14"□, 10" × 14"□, 10" × 15"□, 8 1/2" × 14"□, 8 1/2" × 13"□	20 sheets (80g/m²)
		A4▯□, B5▯, 8 1/2" × 11"▯□, 8" × 10 1/2"▯, 8" × 10"▯, 7 1/4" × 10 1/2"▯	30 sheets (80g/m²)

1000-Sheet Finisher	A3□, B4□, A4□□, B5□□, 11" × 17"□, 11" × 15"□ *1, 11" × 14"□, 10" × 14"□ *1, 10" × 15"□ *1, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 14"□, 8 1/4" × 13"□, 8" × 13"□, 8 1/2" × 11"□□, 8" × 10 1/2"□□, 8" × 10"□□ *1, 7 1/4" × 10 1/2"□□ *1	A3□, B4□, 11" × 17"□, 11" × 15"□, 11" × 14"□, 10" × 14"□, 10" × 15"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 14"□, 8 1/4" × 13"□, 8" × 13"□	30 sheets (80g/m²)
		A4□□, B5□□, 8 1/2" × 11"□□, 8" × 10 1/2"□□, 8" × 10"□□, 7 1/4" × 10 1/2"□□	50 sheets (80g/m²)

*1 To load paper of sizes 7 1/4" × 10 1/2"□, 8" × 10"□□, 11" × 15"□, 10" × 14"□, and 10" × 15"□, use the paper tray 2.

❒ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

❒ When you select Staple, Sort mode is automatically selected.

❒ Staple function is not available for mixed size originals. When using Mixed Size mode in staple function, select Auto Reduce/Enlarge. ⇒ p.44 "Auto Reduce/Enlarge"

Reference

If you want to add staples, ⇒ p.172 "Adding Staples".

When staples are jammed, ⇒ p.175 "Removing Jammed Staples".

When using Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", and "2 Sided → 2 Sided" in Combine mode, select □ original for □ copy and □ original for □ copy.

Stapling position and original setting

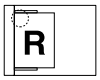
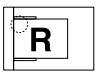
Place all the originals in a direction in which they can be read. They will automatically be rotate copied. When there is copy paper that is identical in size and direction to your original, the staple positions are as follows:

When using Double copies, or "1 Sided 2 Pages→ Combine 1 Side" and "1 Sided 4 Pages→ Combine 2 Sided" in Combine mode, select □ original for □ copy and □ original for □ copy.

When using "Left 2" or "Top 2" with Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode, select □ original for □ copy and □ originals for □ copy.

❖ 500-sheet Finisher

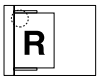
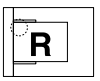
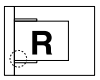
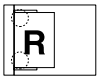
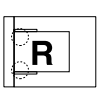
When your machine is equipped with the 500-sheet finisher, the stapling position will be fixed to "Top".

		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top				
					

Note

❒ Original images are not rotated.

❖ 1000-Sheet Finisher

		Original location			**Stapling position**
			Exposure glass	**Document Feeder**	
	Top				
					
	Bottom				
					
	Left 2				*1 
					

		Original location			Stapling position
			Exposure glass	Document Feeder	
	Top 2				*1

*1 Not available for paper size larger than A4.

Note

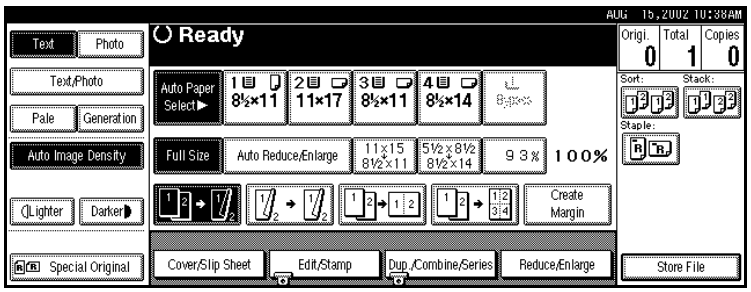
- ❒ You cannot change stapling positions during copying.
- ❒ When the original image is rotated, the stapling direction turns by 90°.
- ❒ When using "Left 2" or "Top 2" with Combine mode, Double copies, or Auto Reduce/Enlarge, "Blank part will appear. Check orientation." message may be displayed. In this case, change the paper orientation.
- ❒ The maximum original image size that can be rotated is as follows.

Metric version	A4
Inch version	$8^1/_2" \times 11"$

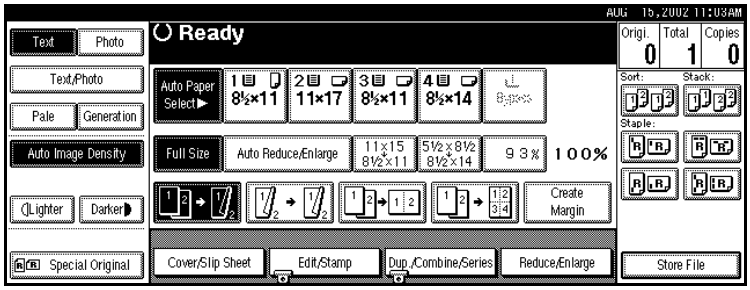
- ❒ When "Left 2" or "Top 2" is selected, the following settings are useful to rotate images appropriately:
 - "Auto Reduce/Enlarge" or "Auto Paper Select"
 - "With image rotation" in "Auto Tray Switching" of User Tools

1 Select one of the stapling positions.

❖ **500-Sheet Finisher**



❖ **1000-Sheet Finisher**



Note

❒ When you select the stapling position, Sort mode is automatically selected.

Reference

⇒ p.52 "Stapling position and original setting"

2 **Enter the number of copy sets with the number keys.**

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

3 **Place your originals, then press the 【Start】 key.**

When placing a stack of originals in the document feeder

❶ **Place a stack of originals in the document feeder, and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

Note

❒ When using the SADF function, each page of the original will automatically be fed when placed, without pressing the **【Start】** key. ⇒ p.35 "SADF mode"

❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【#】 key.**

To Stop Scanning Temporarily

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the 【Clear/Stop】 key to stop originals from being scanned into memory.

To resume scanning

❶ **Press the [No] key to resume scanning.**

Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ **Press the [Yes] key.**

Scanning is stopped with the images cleared.

When Memory Reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximate 1,000 originals of A4, $8^1/_2$" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type. In addition, the number of originals that can be stored in memory will be reduced when you use other functions.

Reference

Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray. After which, the machine automatically continues scanning the remaining originals. ⇒ "Memory Full Auto Scan Restart" on p.204 “Input/Output”

1 Press the 【Start】 key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

2 Remove the copies and continue copying by following the instructions on the display.

To Remove Paper from the Staple Unit

If you cancel a stapling copy job in the middle of the job, paper might be left in the staple unit. In this case, remove the paper from the staple unit.

1 Press the 【Clear Modes】 key to cancel the copy settings.

2 Place the next original, and then press the 【Start】 key.

The paper left in the staple unit is automatically delivered, and then the next job starts.

Note

❒ When paper is not delivered and a message is displayed, follow the instructions on the display to remove the paper.

Copying from the Paper Tray 2

Use the paper tray 2 for copying onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (for example postcards and envelopes), thin paper) as well as plain paper.

You can also set special paper in the System Settings. ⇒ "Paper Size Setting" in the System Settings manual

Note

❒ If you do not use standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows.

Metric version	• Vertical: 100 – 297mm • Horizontal: 148 – 432mm
Inch version	• Vertical: 4.0" – 11.7" • Horizontal: 5.9" – 17.0"

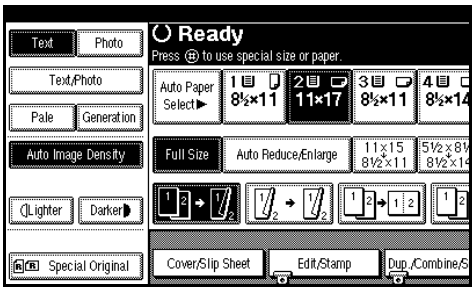
❒ For the paper size, type, and thickness you can use, or the maximum number of sheets you can load at a time, refer to "Copy Paper" ⇒ p.22.

❒ To make copies onto special paper (OHP transparencies, thick paper (for example postcards and envelopes), thin paper, label paper (adhesive labels)), you need to specify the paper type. ⇒ p.64 "When copying onto special paper"

❒ To load paper, refer to "Changing the Paper Size in Tray 1-4/Paper Tray Unit" ⇒ p.170.

Using Tray 2 as Bypass Tray

1 **Select tray 2, and then press the 【#】 key.**



Important

❒ The paper size and type settings programmed by pressing the 【#】 key are cleared and reset automatically when copying is completed.

❒ If the paper size displayed on the key for tray 2 is different from the paper set in tray 2, paper might be misfed. Make sure to remove paper in the tray after copying.

When copying onto standard size paper

This setting is necessary when temporarily copying onto a paper size which is not displayed on the size key of tray 2.

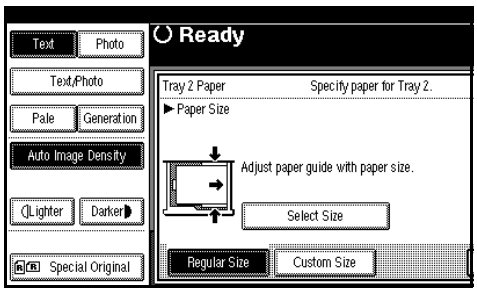
Note

❒ This setting is not necessary if the size of paper displayed on the key for tray 2 and that of paper set in tray 2 are the same.

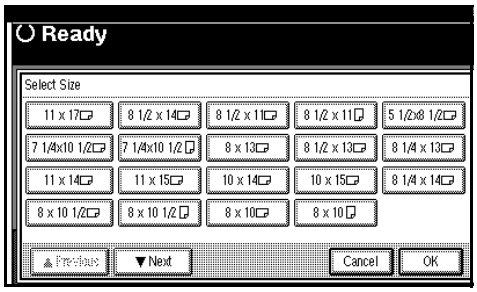
❒ You can also specify the size of paper directly with the paper size selector for the paper tray 2.

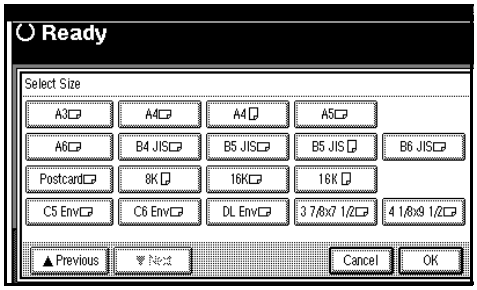
❒ Some kinds of envelopes might cause misfeeds and wrinkles. In this case, push down the green lever of the fusing unit. ⇒ p.65 "When copying onto envelopes" Also, be sure to place the front face of the envelope upwards.

❶ **Press [Select Size].**



❷ **Select the paper size.**





❸ **Press [OK].**

Note

❒ The copy paper sizes that can be selected are as follows:

- A3, B4, A4, A5, B5, B6, A6, Postcard, 11×17, $8^1/_2$×14, $8^1/_2$×11, $5^1/_2$×$8^1/_2$, $7^1/_4$×$10^1/_2$, 8×13, $8^1/_2$×13, $8^1/_4$×13, 11×14, 11×15, 10×14, 10×15, $8^1/_4$×14, 8×$10^1/_2$, 8×10, 8K, 16K, $3^7/_8$" × $7^1/_2$", $4^1/_8$" × $9^1/_2$", C5 Env, C6 Env, DL Env

When copying onto custom size paper

Note

❒ If **[2 Sided]** is selected for copying in **[Dup./Combine/Series]** (for example **[1 Sided]**→**[2 Sided]**), select **[1 Sided]** for copying (for example **[1 Sided]**→**[1 Sided]**).

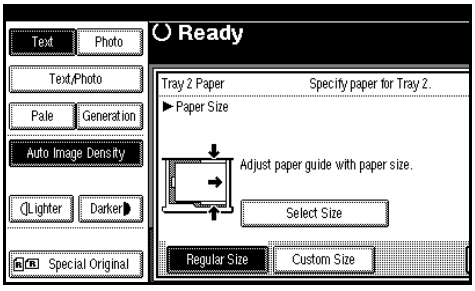
Important

❒ You should specify the size of copy paper to avoid paper misfeeds.

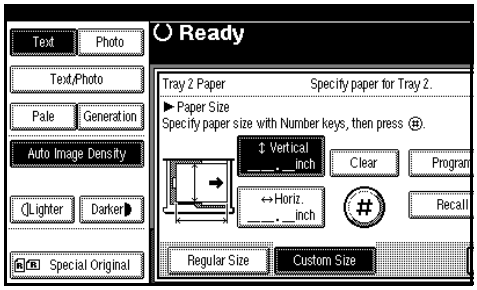
Limitation

❒ Paper will be automatically delivered to the Internal tray.

❶ **Press [Custom Size].**



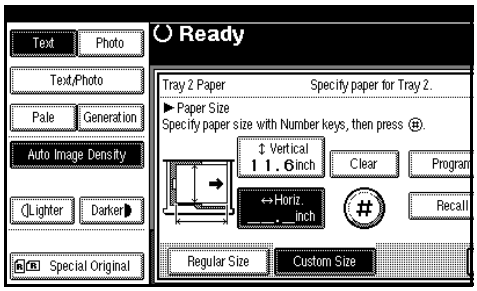
❷ **Press the [Vertical inch] key, enter the vertical size of the paper with the number keys, and then press the 【#】 key.**



Note

❒ To change the number entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new number.

❸ **Enter the horizontal size of the paper with the number keys, and then press the 【#】 key.**

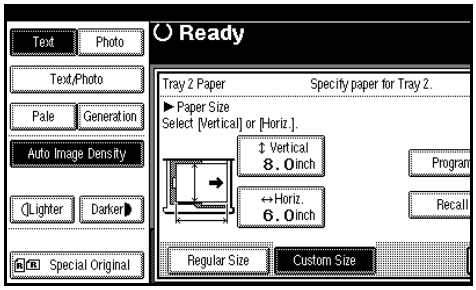


Note

❒ If the **[Horiz inch]** key is not highlighted, press the **[Horiz inch]** key.

❒ To change the number entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new number.

❹ **To register the custom size entered, press the [Program] key and then press the [Exit] key.**



Note

❒ If you do not register the custom size, go to step ❷.

❒ Only one custom size can be stored.

❒ To recall the custom size stored, press the **[Recall]** key.

❒ If you do not register the custom size, the size you set is deleted when modes are cleared.

When copying onto special paper

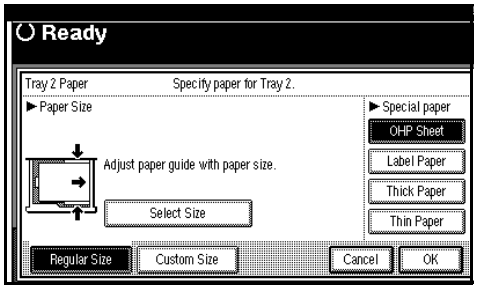
To make copies onto special paper (OHP transparencies, thick paper (for example postcards and envelopes), thin paper, label paper (adhesive labels)), specify the paper type in "Special paper".

Note

❒ If **[2 Sided]** is selected for copying in **[Dup./Combine/Series]** (for example **[1 Sided]**→**[2 Sided]**), select **[1 Sided]** for copying (for example **[1 Sided]**→**[1 Sided]**).

❒ Select **[Thick Paper]** if the paper weight is 105g/m^2 (28 lb.) or more.

❶ **Select paper type in "Special paper".**



2 **Press the [OK] key.**

3 **Set your originals and press the 【Start】 key.**

Important

❒ When you place an OHP transparency, make sure that its front and back faces are properly positioned. Place the front face upwards.

❒ To avoid paper misfeeds, fan the paper before setting it in the tray.

❒ When copying onto OHP transparencies, remove copied sheets one by one.

Note

❒ You can also set the size of paper in tray 2 in System Settings. ⇒ "Paper Size Setting" in the System Settings manual

❒ The maximum limit for stacking special paper is different from that of plain paper. ⇒ p.160 "Loading Paper"

❒ When setting OHP transparencies, thin paper or label paper (adhesive labels), Staple, Shift or Sort function may not be used.

Copying from the Bypass Tray

The optional bypass tray is required to use this function.

Use the bypass tray to copy onto special paper (OHP transparencies, label paper (adhesive labels), thick paper (for example postcards and envelopes), thin paper) , and copy paper that cannot be loaded in the paper trays.

Preparation

When copying from the bypass tray, select **[1 Sided]** for copying in **[Dup./Combine/Series]**(for example **[1 Sided]**→**[1 Sided]** or **[2 Sided]**→**[1 Sided]**).

Note

❒ The machine can automatically detect the following sizes as standard size copy paper.

Metric version	A3□, A4□, A5□, 8" × 13"□
Inch version	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2"□

❒ If you do not use the standard size copy paper or if you use special paper, you should input vertical and horizontal dimensions. ⇒ p.22 "Copy Paper", p.63 "When copying onto custom size paper" The sizes that you can input are as follows.

Metric version	• Vertical: 90 – 305mm • Horizontal: 148 – 432mm *1
Inch version	• Vertical: 3.6" – 12.0" • Horizontal: 5.9" – 17.0" *1

*1 Paper size up to 600mm(23.6") is available when an optional HDD is installed.

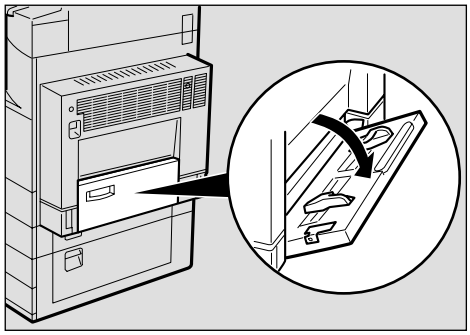
❒ When using paper larger than 433 mm in size, load it so that it is fed straight into the machine.

❒ When paper larger than 433 mm in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

❒ The maximum number of sheets you can load at the same time depends on the paper type. For details about the paper capacity of the bypass tray, ⇒ p.22 "Copy Paper".

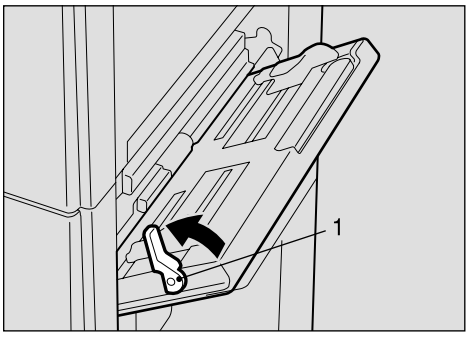
❒ Some kinds of envelopes might cause misfeeds and wrinkles. In this case, push down the green lever of the fusing unit. ⇒ p.65 "When copying onto envelopes" Also, be sure to place the front face of the envelope downwards.

1 **Open the bypass tray.**



ZEWH110E

2 Push up the paper guide release lever.

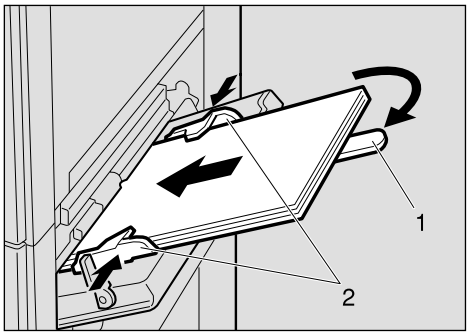


ZEWH220E

1: Paper guide release lever

3 Lightly insert the copy paper face down and adjust the paper guide.

The ☰ indicator on the display automatically goes on.



ZEWH100E

1: Extender

2: Paper guide

Important

❒ If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.

Note

❒ Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeed might occur.

❒ Set the direction of the copy paper to ⬓.

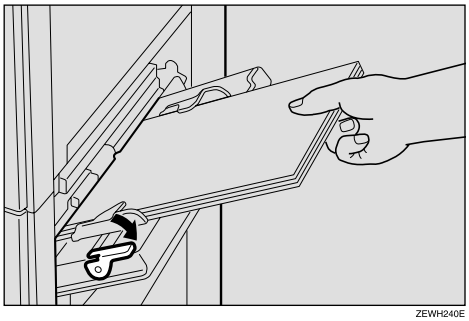
❒ Swing out the extender to support paper sizes larger than A4⬓, $8^1/_2$" × 11"⬓.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

❒ Before setting, adjust the paper if curled or warped.

4 Push down the paper guide release lever.

"Bypass" is selected automatically.

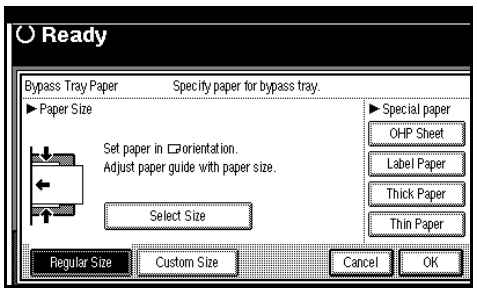


ZEWH240E

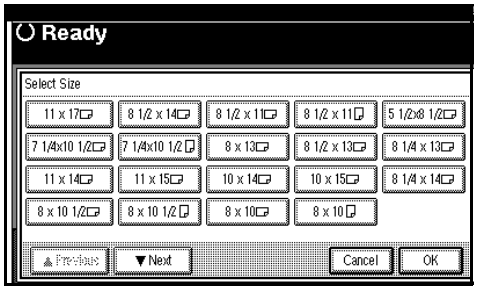
When copying onto standard size paper

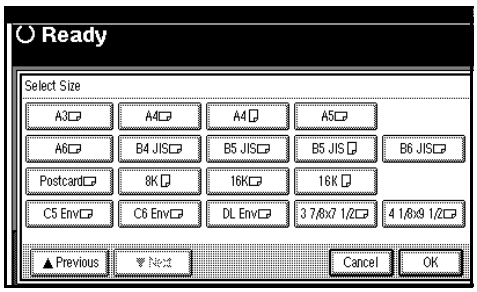
❶ Press the 【#】 key.

❷ Press the [Select Size] key.



❸ **Select the paper size.**





Note

❒ The copy paper sizes that can be selected are as follows:

- A3, B4, A4, A5, A6, B5, B6, Postcard, 11×17, $8^1/_2$×14, $8^1/_2$×11, $5^1/_2$×$8^1/_2$, $7^1/_4$×$10^1/_2$, 8×13, $8^1/_2$×13, $8^1/_4$×13, 11×14, 11×15, 10×14, 10×15, $8^1/_4$×14, 8×$10^1/_2$, 8×10, 8K, 16, $3^7/_8$"×$7^1/_2$", $4^1/_8$"×$9^1/_2$", C5 Env, C6 Env, DL Env

❹ **Press the [OK] key.**

❺ **Place your originals, and then press the 【Start】 key.**

When copying onto custom size paper

Important

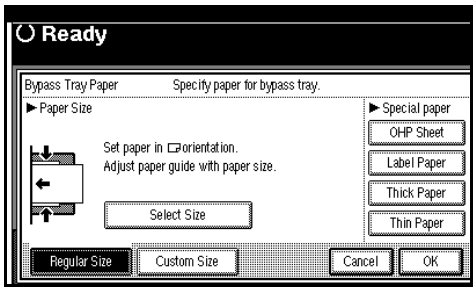
❒ You should specify the size of copy paper to avoid paper misfeeds.

Limitation

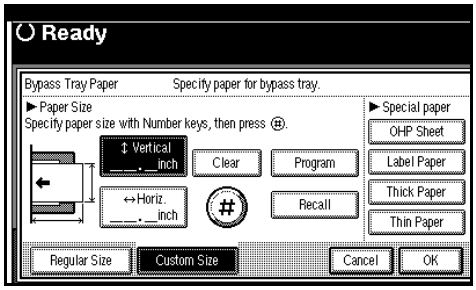
❒ Paper will be automatically delivered to the Internal tray.

❶ **Press the 【#】 key.**

❷ **Press the [Custom Size] key.**



❸ **Press the [Vertical inch] key, enter the vertical size of the paper with the number keys, and then press the [#] key.**



Note

❒ To change the number entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new number.

❹ **Enter the horizontal size of the paper with the number keys, and then press the [#] key.**

Note

❒ If the **[Horiz inch]** key is not highlighted, press the **[Horiz inch]** key.

❒ To change the number entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new number.

❺ **To register the custom size entered, press the [Program] key and then press the [Exit] key.**

Note

❒ If you do not register the custom size, go to step ❻.

❒ Only one custom size can be stored.

❒ To recall the custom size stored, press the **[Recall]** key.

❒ If you do not register the custom size, the size you set is deleted when modes are cleared.

❻ **Press the [OK] key.**

❼ **Place your originals, and then press the 【Start】 key.**

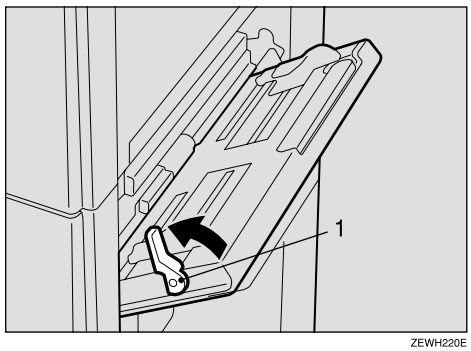
When copying onto special paper

To make copies onto OHP transparencies, thick paper, thin paper or label paper (adhesive labels), you need to specify the paper type and size. ⇒ p.62 "When copying onto standard size paper", p.63 "When copying onto custom size paper"

Note

❒ Select **[Thick Paper]** if the paper weight is 105g/m^2 (28 lb.) or more.

❶ **Open the bypass tray, and push up the paper guide release lever.**

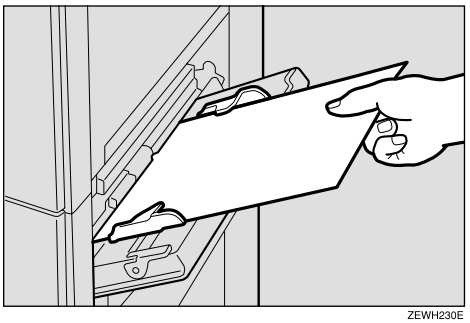


ZEWH220E

1: Paper guide release lever

❷ **Lightly insert the OHP transparencies, thick paper, thin paper or label paper (adhesive paper) face down and adjust the paper guide.**

The ▤ indicator on the display automatically goes on.



ZEWH230E

Important

❒ If the guides are not flush with the copy paper, images might be skewed or paper misfeed might occur.

❒ When you load an OHP transparency, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, fan the paper before loading it in the tray.

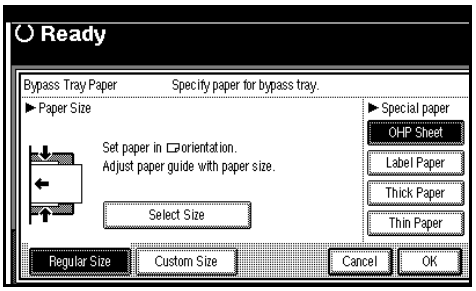
❸ **Push down the paper guide release lever.**

"Bypass" is selected automatically.

❹ **Press the 【#】 key.**

Display for "Bypass Tray Paper" is shown.

❺ **Select paper type in "Special paper".**



6 **Press the [OK] key.**

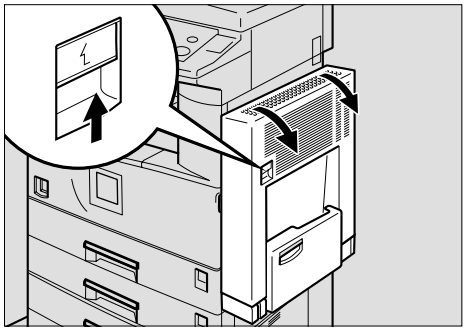
7 **Place your originals, and then press the [Start] key.**

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

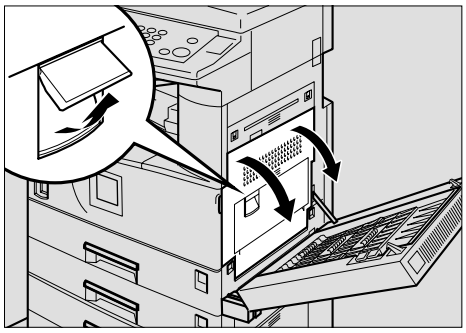
When copying onto envelopes

1 **If the duplex unit is installed, open the duplex unit by lifting the catch.**



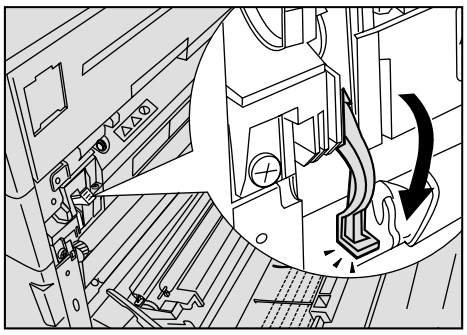
ZEWH300E

2 **Open the right cover by lifting the catch.**



ZEWH310E

3 **Push down the green lever of the fusing unit as shown in the illustration.**



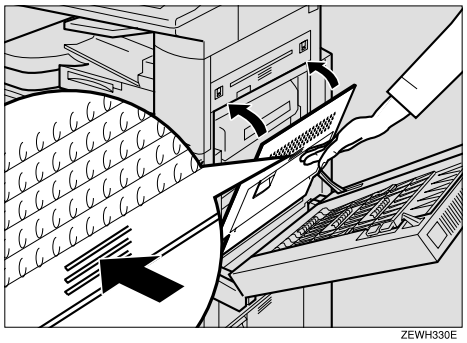
ZEWH320E

Important

❒ Be sure to return the lever to the original position, after you have finished copying on envelopes.

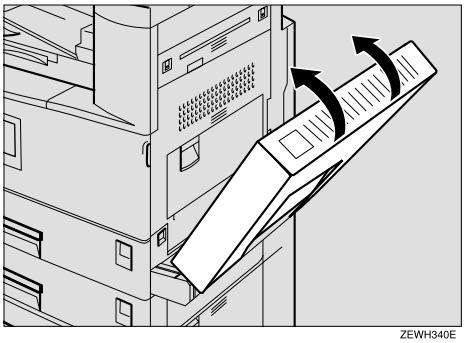
❒ If you copy on plain paper without returning the lever to the original position, the copy quality might be reduced.

4 **Close the right cover.**



ZEWH330E

❺ **If the duplex unit is installed, close the duplex unit.**



ZEWH340E

❻ **Press the 【#】 key.**

❼ **Select the paper size, and then select [Thick Paper] for the paper type.**

❽ **Press the [OK] key.**

❾ **Place your originals, and then press the 【Start】 key.**

5 **When your copy job is finished, press the 【Clear Modes】 key to clear the settings.**

Programs

You can store frequently used copy job settings in machine memory and recall them for future use.

❖ **Storing Your Settings**
You can store the settings you frequently use.

❖ **Deleting A Program**
You can delete a stored program.

❖ **Recalling A Program**
You can recall a stored program.

Note

❒ You can store up to 10 programs.

❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. ⇒ "Change Initial Mode" on p.187 "General Features $^{2}/_{4}$"

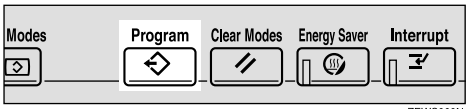
❒ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. Refer to the System Settings manual.

❒ Programs are not cleared by turning the power off or by pressing the 【Clear Modes】 key. They are canceled only when you delete or overwrite them with another program.

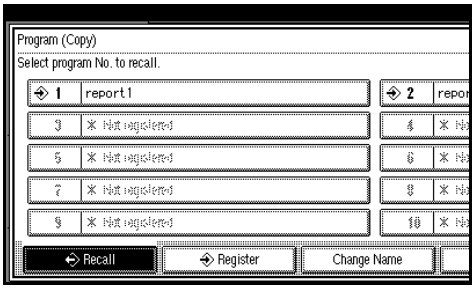
Storing a Program

1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**



3 **Press the [Register] key.**



4 **Press the program number you want to store.**

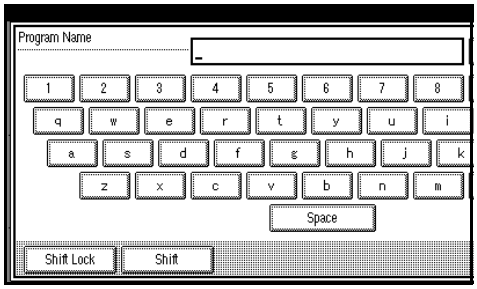
Note

❒ Program numbers with ➔ already have settings in them.

Reference

⇒ p.68 "Changing a stored program"

5 **Enter the program name with the letter keys on the display panel.**



Note

❒ If you do not wish to enter the program name, go to step **6**.

❒ You can register up to 40 characters.

❒ To change the name entered, press the **[Backspace]**, **[Delete All]** or **【Clear/Stop】** key and enter new letters.

Reference

For details on entering characters, ⇒ "Entering Text Characters" in the System Settings manual.

6 **Press the [OK] key.**

When the settings are successfully stored, the ➔ indicator goes on.

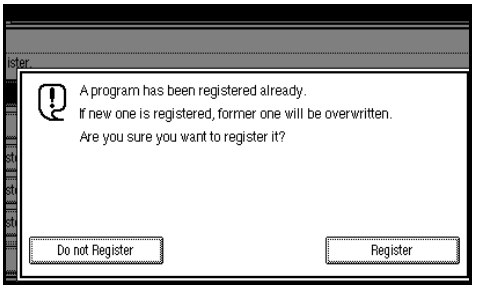
Changing a stored program

1 **Check the program settings.**

Note

❒ When you want to check the contents of a program, recall the program. ⇒ p.69 "Recalling a Program"

2 **Repeat steps 1 to 4 in Storing a Program.**



To overwrite the program

Important

❒ If you select **[Register]**, the previous program is lost.

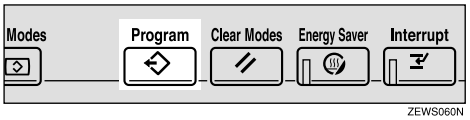
❶ **Repeat steps 5 and 6 in Storing a Program.**

Not to overwrite the program

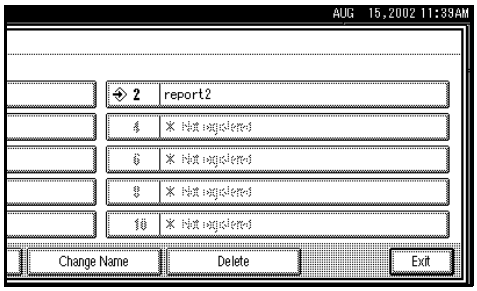
❶ **Press the [Do not Register] key.**

Deleting a Program

1 Press the 【Program】 key.

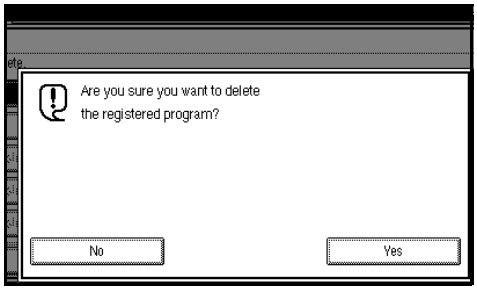


2 Press the [Delete] key.



3 Press the program number you want to delete.

4 Press the [Yes] key.

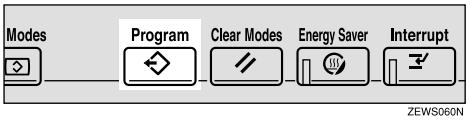


Note

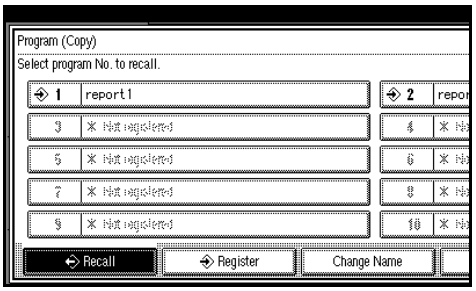
❒ To cancel the deletion, press the [No] key.

Recalling a Program

1 Press the 【Program】 key.



2 Press the [Recall] key.



3 Press the program number you want to recall.

The stored settings are displayed.

Note

❒ Only programs with ⇨ contain a program.

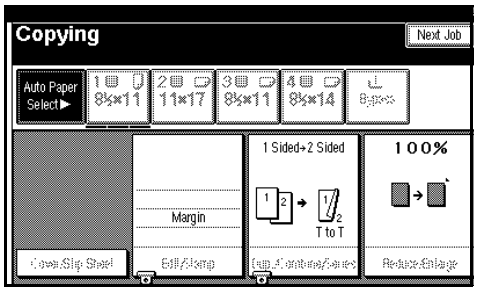
4 Place your originals, and then press the 【Start】 key.

Job Preset

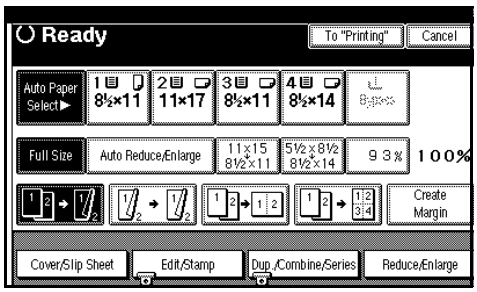
The optional HDD is required to use this function.

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, your copy job will be started automatically.

1 Press the [Next Job] key when "Copying" is shown.



2 Set up the next copy job.



Note

❒ To cancel this job, press the **[Cancel]** key.

3 Place the originals in the document feeder, and then press the 【Start】 key.

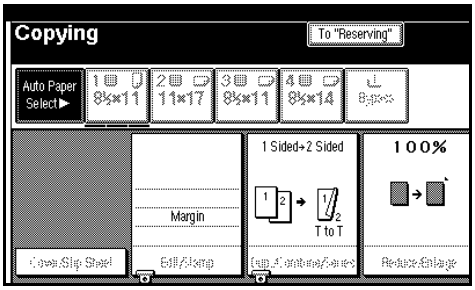
All originals are scanned.

4 Press the [To "Printing"] key.

After the current copy job, the next job starts automatically.

Note

❒ You can switch the display to the current copy job by pressing the **[To "Printing"]** key. You can switch the display to the preset job by pressing the **[To "Reserving"]** key.



Other Functions

Energy Saver Mode

If you do not operate the machine for a certain period after copying or when you press the 【Energy Saver】 key, the display disappears and the machine enters Energy Saver mode. When you press the 【Energy Saver】 key again, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Note

❒ If you press the 【Energy Saver】 key during an operation, the current settings will be cleared.

❒ It takes about 3 seconds to return to the ready condition from Energy Saver mode.

Reference

⇒"Low Power Timer" in the System Settings manual

Interrupt Copy

Use this function if you wish to interrupt a long copy job to make urgently needed copies.

Limitation

❒ You cannot use the Interrupt Copy function when scanning fax originals.

Note

❒ The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.

To interrupt an original being fed by the document feeder

1. **Press the 【Interrupt】 key.**

 The **Interrupt** indicator goes on and scanning stops.

2. **Remove the originals that were being copied and place the originals you wish to copy.**

3. **Press the 【Start】 key.**

 The machine starts making your copies.

4. **When your copy job is finished, remove your originals and copies.**

5. **Press the 【Interrupt】 key again.**

 The **Interrupt** indicator goes off.

6. **When the display prompts you, replace the originals that were being copied before.**

7 **Press the [Start] key.**

Note

❒ The previous copy job settings will be restored and the machine will continue copying from where it left off.

2

To interrupt copying after all originals have been fed by the document feeder

1 **Press the [Interrupt] key.**

The **Interrupt** indicator goes on.

Note

❒ Copying will not stop yet.

2 **Place your original.**

3 **Press the [Start] key.**

The machine stops the original job and starts copying your original.

4 **When copying is complete, remove your originals and copies.**

5 **Press the [Interrupt] key again.**

The **Interrupt** indicator goes off.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

❒ To cancel this function, ⇒ "Tone: Original remains" on p.187 “General Features $^{2}/_{4}$”.

Sample Copy

Use this function to check a copy set before making a long copy run.

Limitation

❒ This function can be used only when the Sort function has been turned on.

1 **Select Sort and any other functions, and then enter the number of copy sets to be made.**

2 **Place the originals.**

3 **Press the [Sample Copy] key.**

One copy set is delivered as a sample.

4 **After checking the results, press the [Print] key if the sample is acceptable.**

The number of copies made is the number you specified minus one for the proof copy.

Note

❒ If you press the **[Suspend]** key after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust, and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change some settings.

❒ You cannot use the Sample Copy function after changing the settings.

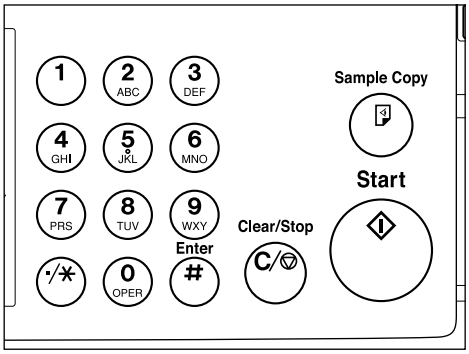
Changing the Number of Sets

You can change the number of copy sets during copying.

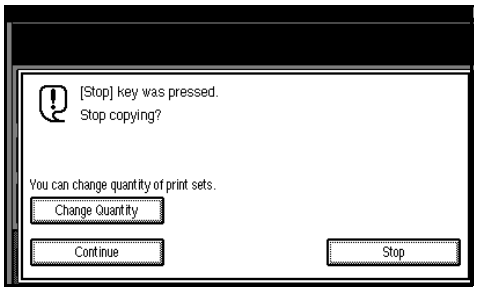
Limitation

❒ This function can be used only when the Sort function has been turned on.

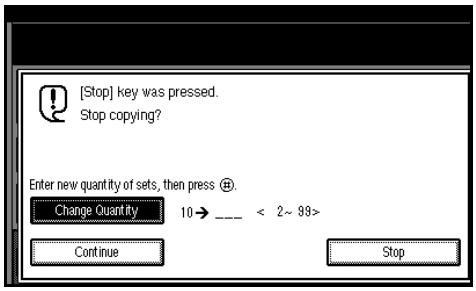
1 **Press the 【Clear/Stop】 key when "Copying" is displayed.**



2 **Press the [Change Quantity] key.**



3 **Enter the number of copy sets with the number keys, and then press the 【#】 key.**

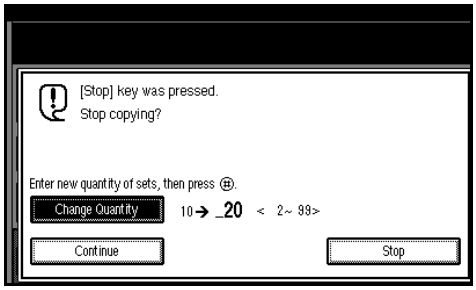


Note

❒ The number of sets you can enter differs depending on when the 【Clear/Stop】 key was pressed.

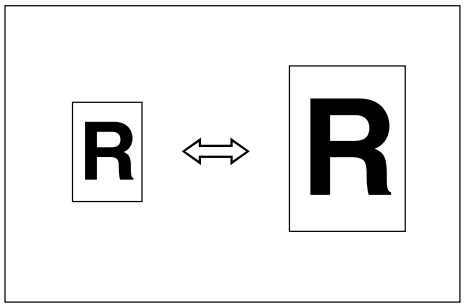
❒ To change the entered number, press the 【Clear/Stop】 key.

4 **Press the [Continue] key.**



Preset Reduce/Enlarge

You can select a preset ratio for copying.



Note

- ❒ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).
- ❒ You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- ❒ Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. ⇒ "Copy Function Key: F1-F5" on p.189 "General Features $^{3}/_{4}$"
- ❒ You can change the preset ratios to other ratios you frequently use. ⇒ "Enlarge 1-5" on p.191 "Reproduction Ratio $^{1}/_{2}$" and "Reduce 1–6" on p.192 "Reproduction Ratio $^{2}/_{2}$"
- ❒ You can set and display three ratios on the initial display. ⇒ "Shortcut R/E" on p.191 "Reproduction Ratio $^{1}/_{2}$"
- ❒ You can specify if **[Reduce]**, **[Enlarge]** or **[Mag. Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is pressed. ⇒ "R/E Priority" on p.192 "Reproduction Ratio $^{2}/_{2}$"

- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows.

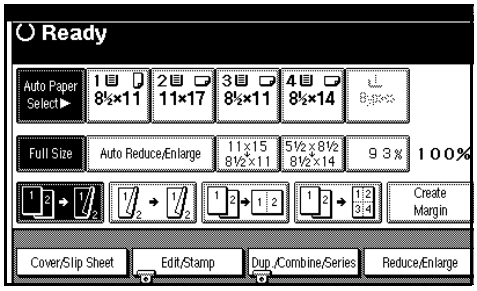
❖ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $^{1}/_{2}$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^{1}/_{4}$)	A3→A5, F→A5
25	--

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2$"×$8^1/_2$"→11"×17"
155 (enlarge area by 2)	$5^1/_2$"×$8^1/_2$"→$8^1/_2$"×14"
129	$8^1/_2$"×11"→11"×17"
121	$8^1/_2$"×14"→11"×17"
93	--
85	F→$8^1/_2$"×11"
78	$8^1/_2$"×14"→$8^1/_2$"×11"
73	11"×15"→$8^1/_2$"×11"
65	11"×17"→$8^1/_2$"×11"
50 (reduce area by $^1/_4$)	11"×17"→$5^1/_2$"×$8^1/_2$"
25	--

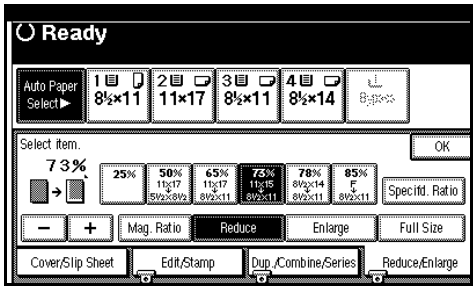
1 **Press the [Reduce/Enlarge] key.**



Note

❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key and go to step **4**.

2 **Press the [Enlarge] or [Reduce] key.**



3 **Select a ratio.**

4 **Press the [OK] key.**

5 **Place your originals, and then press the 【Start】 key.**

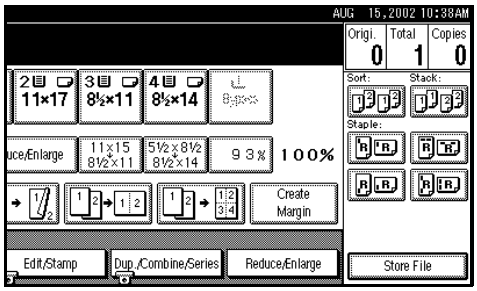
Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

Note

- ❒ You can register "Create Margin" in a shortcut key. ⇒ "Copy Function Key: F1-F5" on p.189 “General Features $^{3}/_{4}$”
- ❒ You can change the Reduce/Enlarge ratio for "Create Margin". ⇒ "Ratio for Create Margin" on p.192 “Reproduction Ratio $^{2}/_{2}$”

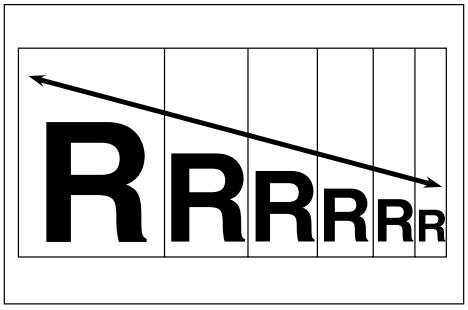
1 Press the [Create Margin] key displayed on the initial display.



2 If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the【Start】key.

Zoom

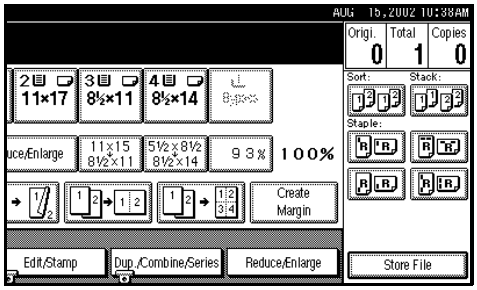
You can change the reproduction ratio in 1% steps.



Note

- ❒ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[−]** key.

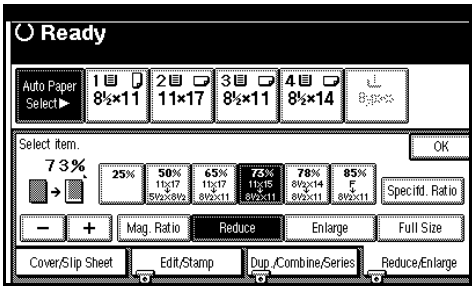
1 **Press the [Reduce/Enlarge] key.**



2 **Enter the ratio.**

To select the ratio with the **[+]** and **[−]** keys

❶ **Select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge].**



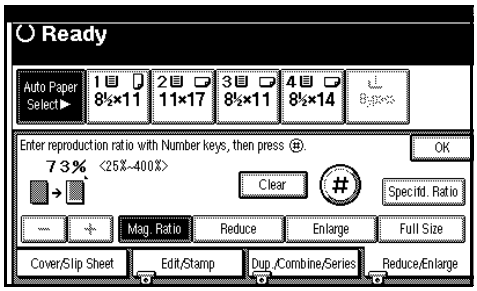
❷ **Adjust the ratios with the [+] or [−] key.**

Note

- ❒ To change the ratio in 1% steps, just press the **[+]** or **[−]** key. To change the ratio in 10% steps, press and hold down the **[+]** or **[−]** key.
- ❒ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[−]** key.

To enter the ratio with the number keys

❶ **Press the [Mag. Ratio] key.**



❷ **Enter the desired ratio with the number keys.**

Note

❒ To change the ratio entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new ratio.

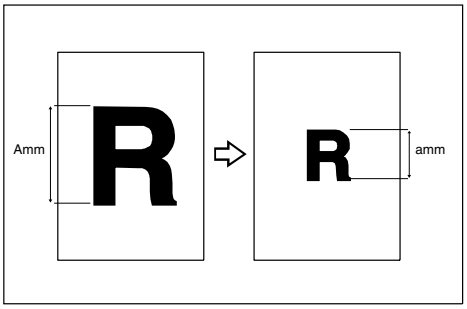
❸ **Press the [#] key.**

❹ **Press the [OK] key.**

3 **Place your originals, and then press the 【Start】 key.**

Size Magnification

This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Preparation

Measure and specify the lengths of the original and copy by comparing "A" with "a."

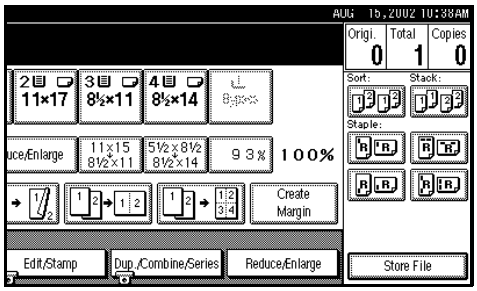
Limitation

❒ If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

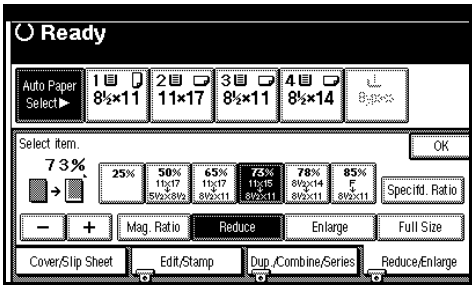
Note

❒ A ratio is selected in the range of 25 to 400% (25-200% when placing originals in the document feeder).

1 **Press the [Reduce/Enlarge] key.**

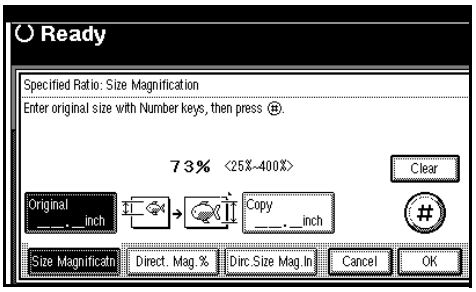


2 **Press the [Specifd. Ratio] key.**



3 **Make sure that the [Specifd. Ratio] key is highlighted.**

4 **Enter the length of the original with the number keys, and then press the [#] key.**



Note

❒ You can enter sizes within the following ranges.

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

❒ To change the length entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new length.

5 **Enter the length of the copy with the number keys, and then press the [#] key.**

Note

❒ To change the length entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new length.

❒ To change the length after pressing the **[#]** key, select **[Original]** or **[Copy]** and enter the desired length.

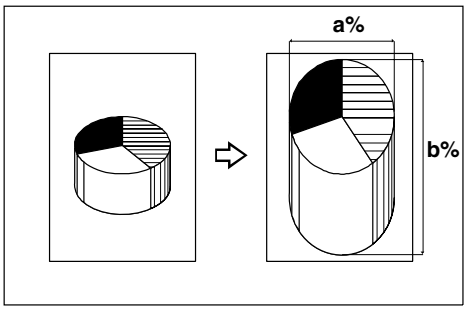
6 **Press the [OK] key.**

7 **Press the [OK] key.**

8 **Place your original, and then press the 【Start】 key.**

Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



CP2P01EE

a: Horizontal ratio

b: Vertical ratio

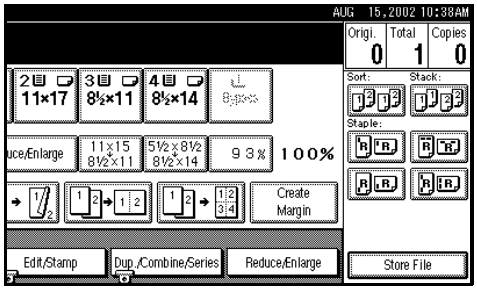
Note

❒ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).

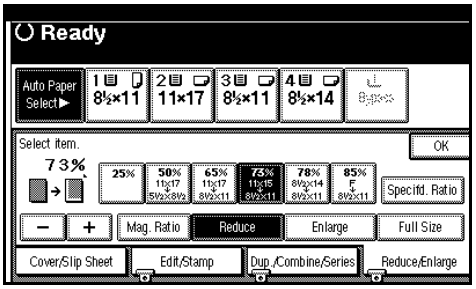
❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ You can also select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**, then adjust the ratio with the **[+]** or **[—]** key.

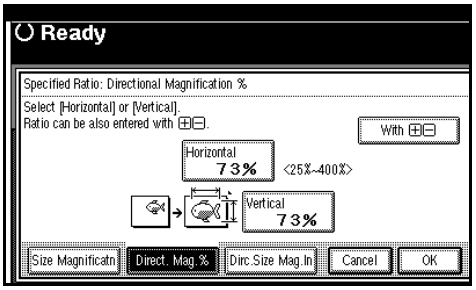
1 **Press the [Reduce/Enlarge] key.**



2 **Press the [Specifd. Ratio] key.**

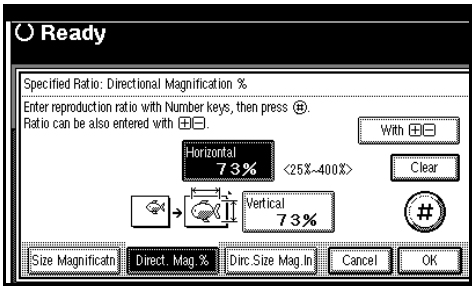


3 **Press the [Direct. Mag.%] key.**



To enter the ratio with the number keys

❶ **Press the [Horizontal] key.**



❷ **Enter the desired ratio with the number keys, followed by the [#] key.**

Note

❒ To change the ratio entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new ratio.

❸ **Press the [Vertical] key.**

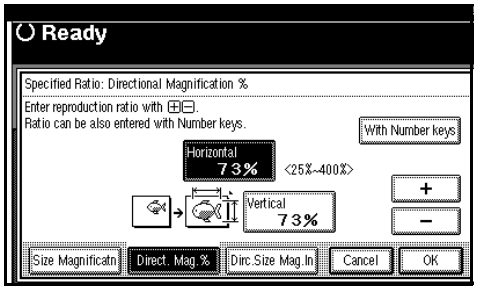
❹ **Enter the desired ratio with the number keys, followed by the [#] key.**

❺ **Press the [OK] key.**

To specify a ratio with the [+] and [−] keys

❶ **Press the [With +−] key.**

❷ **Press the [Horizontal] key.**



❸ **Adjust the ratio using the [+] or [−] key.**

Note

❒ Pressing the [+] or [−] key changes the ratio in 1% steps. Pressing and holding down the [+] or [−] key changes it in 10% steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with the [+] or [−] key.

❹ **Press the [Vertical] key.**

❺ **Adjust the ratio with the [+] or [−] key.**

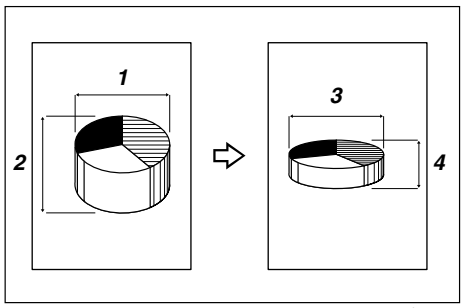
❻ **Press the [OK] key.**

4 **Press the [OK] key.**

5 **Place your originals, and then press the 【Start】 key.**

Directional Size Magnification (Inch)

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



CP2M01EE

1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

Limitation

❒ If the calculated ratio is over the maximum or under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

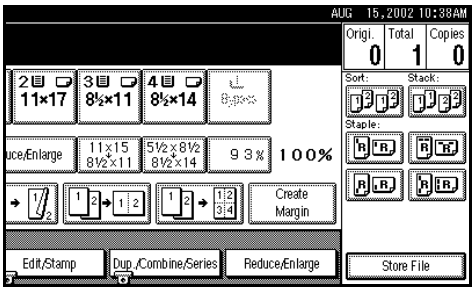
Note

❒ You can enter sizes within the following ranges.

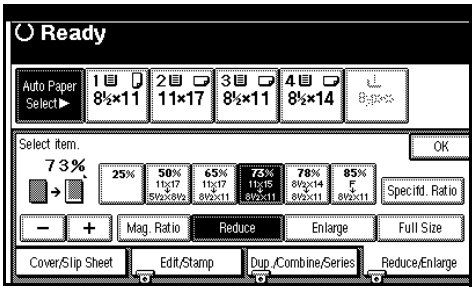
Metric version	Vertical: 1 – 999mm (in 1mm steps) Horizontal: 1 – 9999 (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

❒ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).

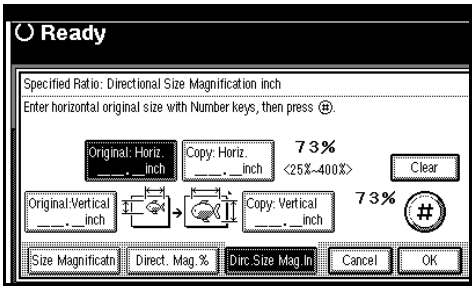
1 **Press the [Reduce/Enlarge] key.**



2 **Press the [Specifd. Ratio] key.**



3 **Press the [Dirc.Size Mag.In] key.**



4 **Enter the horizontal size of the original with the number keys, and then press the [#] key.**

Note

❒ To change the value entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new value.

5. **Enter the horizontal size of the copy with the number keys, and then press the [#] key.**

6. **Enter the vertical size of the original with the number keys, and then press the [#] key.**

7. **Enter the vertical size of the copy with the number keys, and then press the [#] key.**

Note

❒ To change a length, press the key you wish to change and enter the new value.

8. **Press the [OK] key.**

9. **Press the [OK] key.**

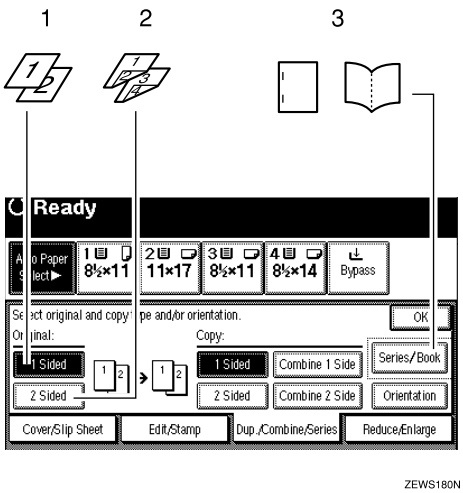
10. **Place your originals, and then press the 【Start】 key.**

Duplex/Combine/Series

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

1 **Press [Dup./Combine/Series], check your originals, and then select [1 Sided] or [2 Sided] for the originals.**



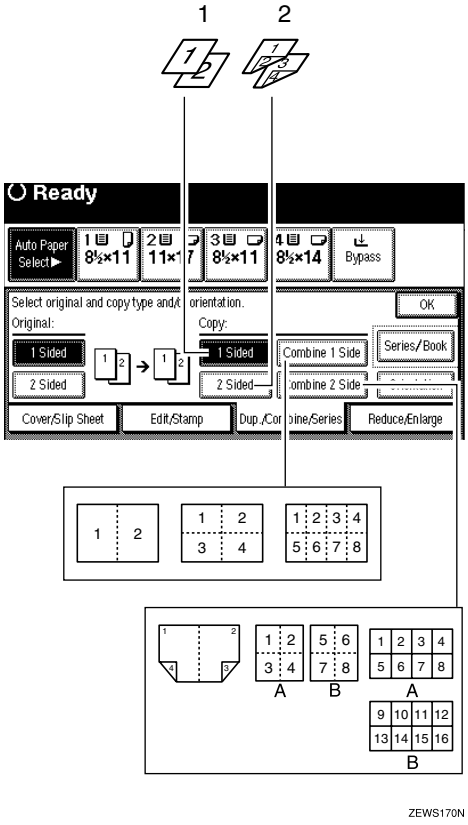
ZEWS180N

1: 1-sided

2: 2-sided

3: Series/Book

2 **Select [1 Sided] or [2 Sided] for copying.**



ZEWS170N

1: 1-sided

2: 2-sided

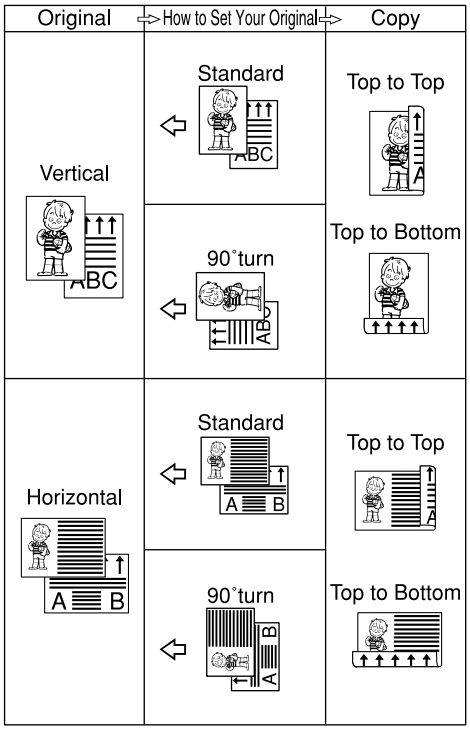
A: Front

B: Back

3 **Press the [OK] key.**

Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you place your original (widthwise ▯ or lengthwise ▭).



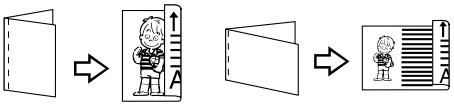
Note

❒ The table shows the orientation of images on the front and back of copies, not the direction of delivery.

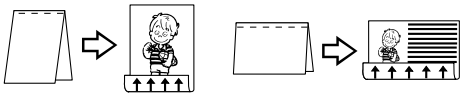
Originals and Copy Direction

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). ⇒ p.86 "Specifying Orientation of Bound Originals"

- Top to Top



- Top to Bottom



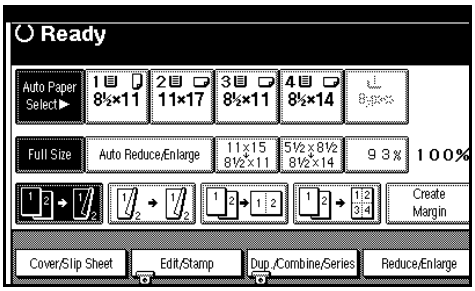
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

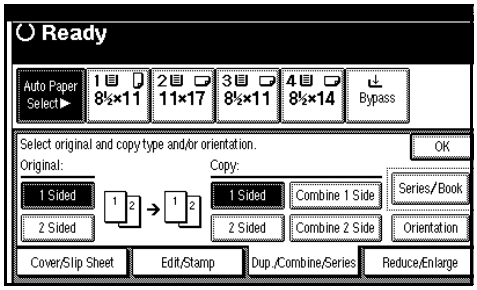
Note

❒ You can change the orientation default with the User Tools. ⇒ "Copy Orientation in Duplex Mode" and "Original Orientation in Duplex Mode" on p.187 "General Features $^{2}/_{4}$"

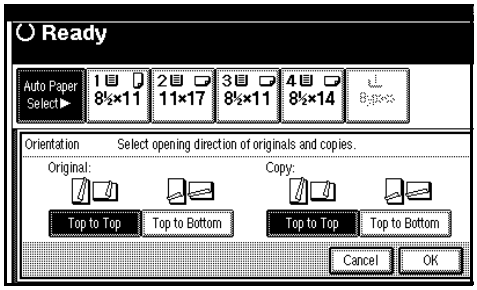
1 **Press the [Dup./Combine/Series] key.**



2 **Press the [Orientation] key.**



3 **Select an original orientation and a copy orientation.**



4 **Press the [OK] key.**

Duplex

The optional Duplex unit is required to use this function.

This function can be used in two ways:

❖ **1 Sided → 2 Sided**
This mode makes two-sided copies from one-sided originals.

❖ **2 Sided → 2 Sided**
This mode makes two-sided copies from two-sided originals.

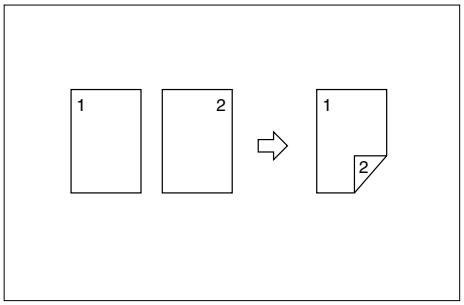
Limitation

❒ You cannot use the following copy paper with this function:
- Paper smaller than A5□, $5^1/_2$" × $8^1/_2$"□ (possible on A5□, $5^1/_2$" × $8^1/_2$"□)
- Paper thicker than 90g/m^2, 24 lb.
- Paper thinner than 64g/m^2, 20 lb.
- Translucent paper
- Label paper (adhesive labels)
- OHP transparencies
- Postcards

❒ You cannot use the bypass tray with this function.

❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or HDD is required.

1 Sided → 2 Sided



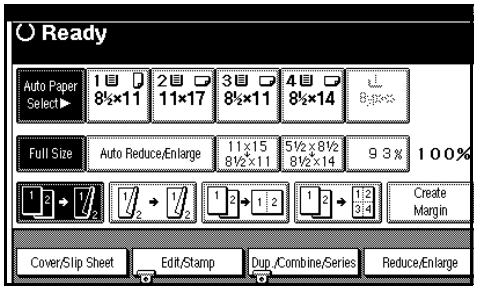
Note

❒ If you set an odd number of 1-sided originals in the document feeder, the reverse side of the last page is left blank.

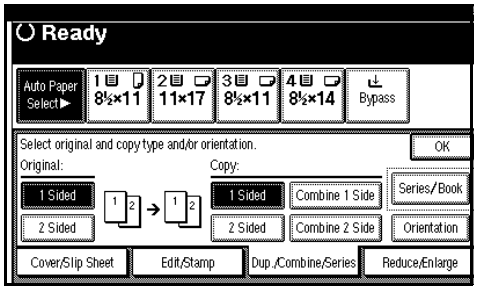
❒ When original images are copied, the images are shifted by the width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. ⇒ "Front Margin: Left/Right ", "Back Margin: Left/Right", "Front Margin: Top/Bottom " and "Back Margin: Top/Bottom" on p.194 “Edit $^1/_2$”

❒ By default, a binding margin is made on the back side. You can change the value of this setting. ⇒ "1 sided → 2 sided Auto Margin: T to T" on p.194 “Edit $^1/_2$”

1 **Press the [Dup./Combine/Series] key.**



2 **Press the [1 Sided] key for "Original", and then press the [2 Sided] key for "Copy".**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

3 **Press the [OK] key.**

4 **Place your originals, and then press the 【Start】 key.**

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

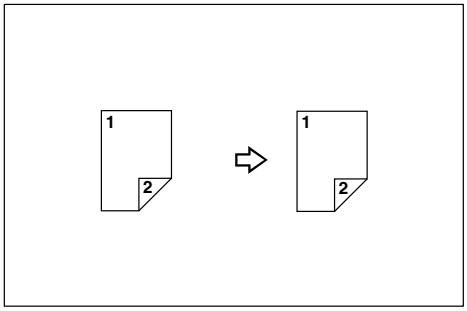
❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

Note

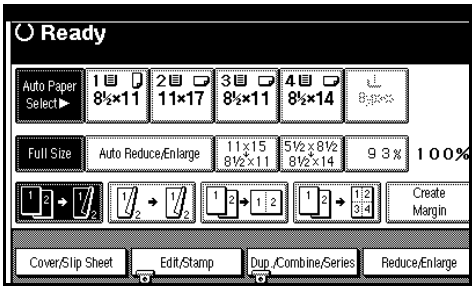
❒ When using the SADF function the original is automatically fed each time it is placed without pressing the 【Start】 key. ⇒ p.35 "SADF mode"

❸ **Press the 【#】 key after the last original has been scanned.**

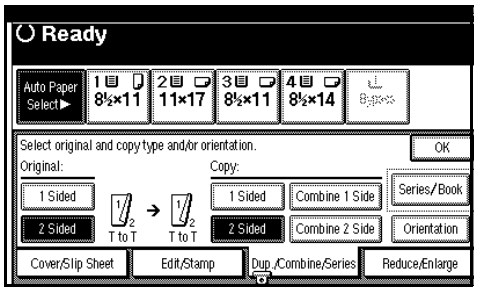
2 Sided → 2 Sided



1 **Press the [Dup./Combine/Series] key.**



2 **Press the [2 Sided] key for "Original", and then press the [2 Sided] key for "Copy".**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

3 **Press the [OK] key.**

4 **Place your originals, and then press the 【Start】 key.**

When placing an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ p.34 "Batch mode"

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

Note

❒ When using the SADF function the original is automatically fed each time it is placed without pressing the 【Start】 key. ⇒ p.35 "SADF mode"

❸ **Press the 【#】 key after the last original has been scanned.**

Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and 2 Sided Combine mode for 2-sided copies.

This function can be used in twelve ways:

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.

❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.

❖ **1 Sided 4 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies four 1-sided originals to one sheet with two pages per side.

❖ **1 Sided 8 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies eight 1-sided originals to one sheet with four pages per side.

❖ **1 Sided 16 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies 16 1-sided originals to one sheet with eight pages per side.

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies two 2-sided originals to one sheet with two pages per side.

❖ **2 Sided 8 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies four 2-sided originals to one sheet with four pages per side.

❖ **2 Sided 16 Pages → Combine 2 Side (The optional Duplex unit is required to use this function.)**
Copies eight 2-sided originals to one sheet with eight pages per side.

Limitation

❒ You cannot use the bypass tray with this function.

❒ If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.

❒ You cannot use custom size paper.

Note

❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

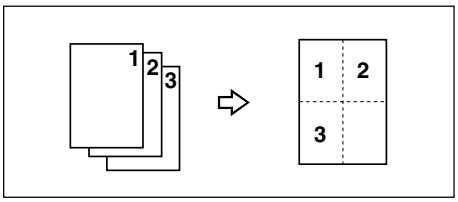
❒ The reproduction ratios that you can specify are 25-400% (25-200% when placing originals in the document feeder).

❒ A separation line between originals can be printed with the User Tools. ⇒ "Separation Line in Combine" on p.196 “Edit $^{2}/_{2}$”

❒ If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

❒ When making copies in Combine mode, the border of each original can be automatically erased by 3mm, 0.1". ⇒ "Erase Original Shadow in Combine" on p.194 "Edit $^{1}/_{2}$"

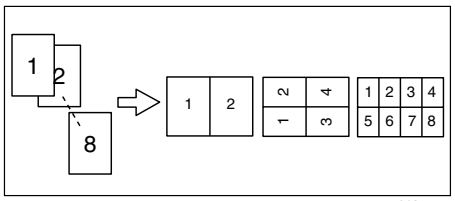
❒ If the number of originals placed is less than the number specified for combining, the last page is left blank as shown in the illustration.



❒ You can change the copy order in Combination mode. ⇒ "Copy Order In Combine" on p.196 "Edit $^{2}/_{2}$"

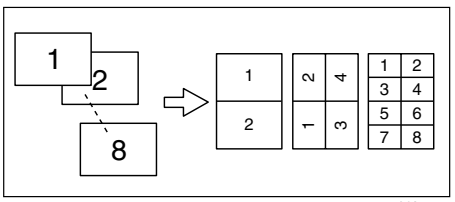
❒ See the following illustration for direction of the originals and arrangement of combined images.

❖ Open to Left (📄) originals



GCSHUY1E

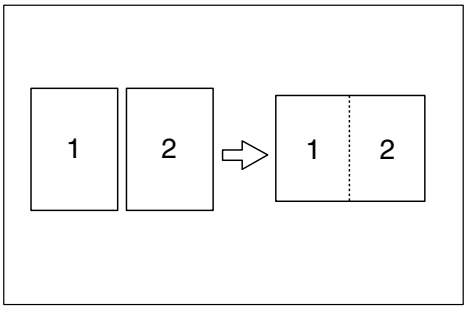
❖ Open to Right (📄) originals



GCSHUY2E

1 Sided 2 Pages → Combine 1 Side

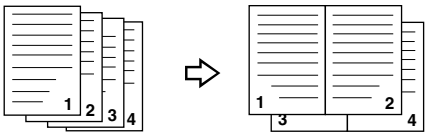
Copies two 1-sided originals to one side of a sheet.



GC SHVY7E

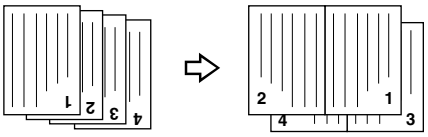
❖ Placing originals (Originals placed in the document feeder)

- Originals read from left to right



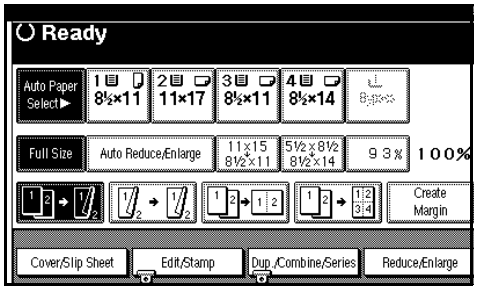
Combine5

- Originals read from top to bottom

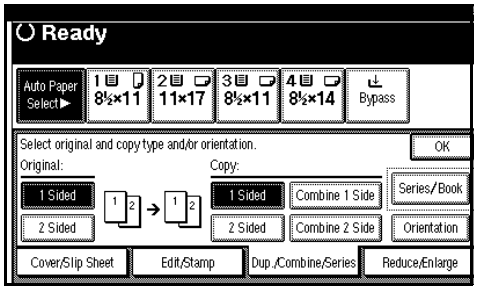


Combine6

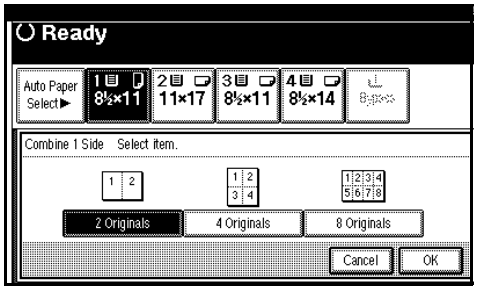
1 Press the **[Dup./Combine/Series]** key.



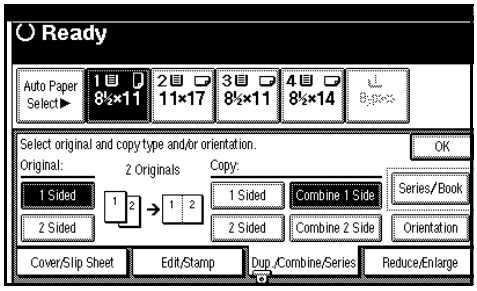
2 Press the **[1 Sided]** key for "Original", and then press the **[Combine 1 Side]** key for "Copy".



3 Press the **[2 Originals]** key, and then press the **[OK]** key.



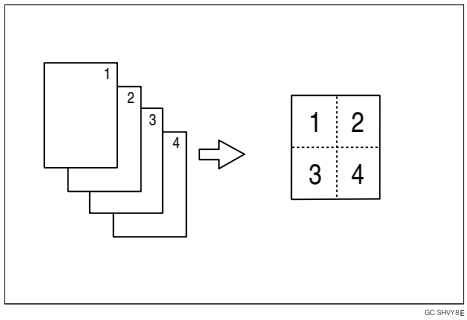
4 Select the paper.



5 Place your originals, and then press the **【Start】** key.

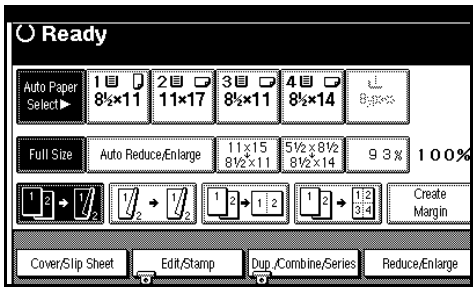
1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals together to one side of a sheet.

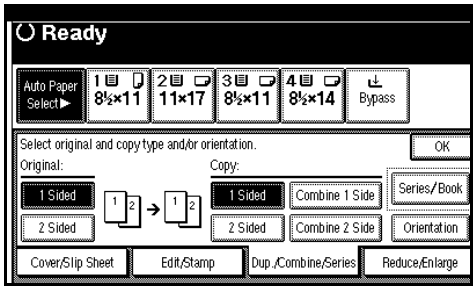


GC SHVY8E

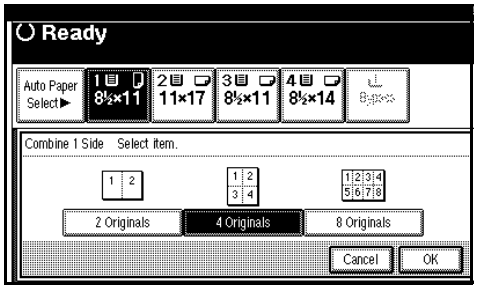
1 Press the **[Dup./Combine/Series]** key.



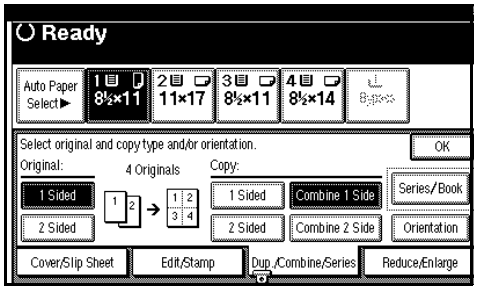
2 Press the **[1 Sided]** key for "Original", and then press the **[Combine 1 Side]** key for "Copy".



3 **Press the [4 Originals] key, and then press the [OK] key.**



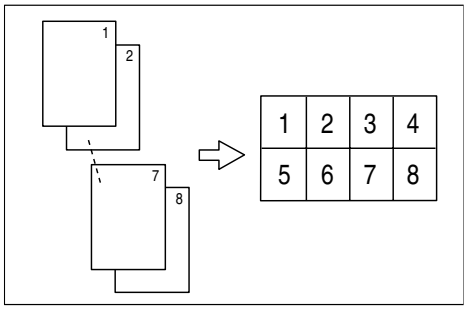
4 **Select the paper.**



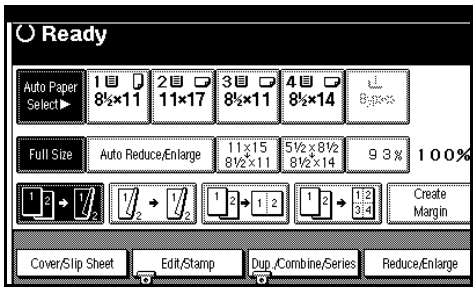
5 **Place your originals, and then press the 【Start】 key.**

1 Sided 8 Pages → Combine 1 Side

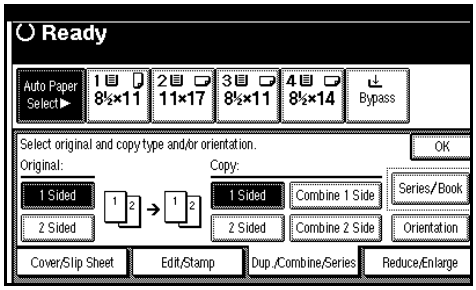
Copies eight 1-sided originals together to one side of a sheet.



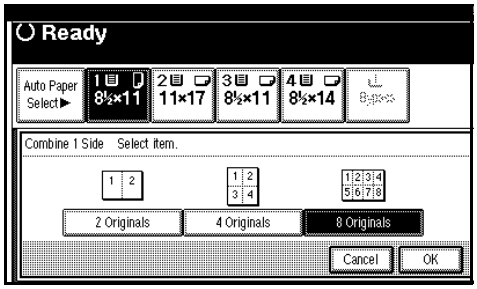
1 **Press the [Dup./Combine/Series] key.**



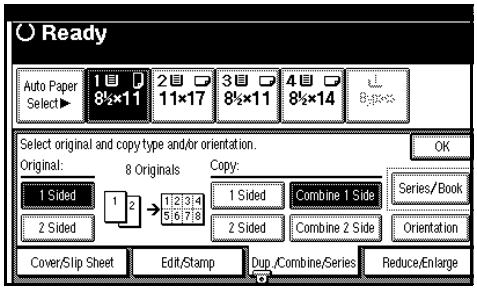
2 **Press the [1 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".**



3 **Press the [8 Originals] key, and then press the [OK] key.**



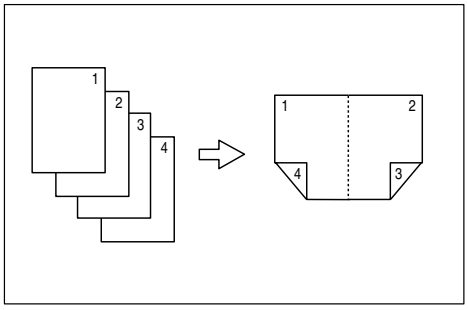
4 **Select the paper.**



5 **Place your originals, and then press the 【Start】 key.**

1 Sided 4 Pages → Combine 2 Side

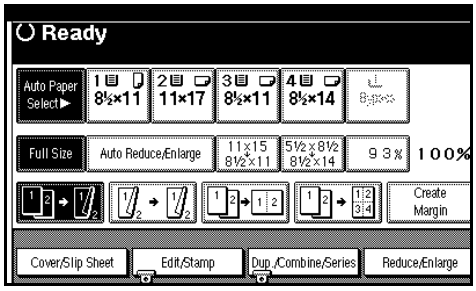
Copies four 1-sided originals to one sheet with two pages per side.



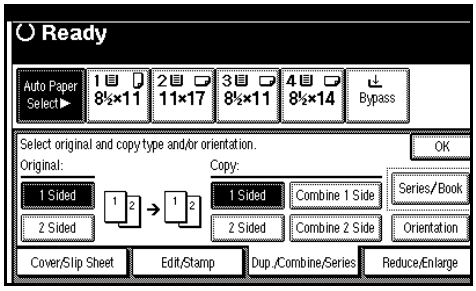
Limitation

❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

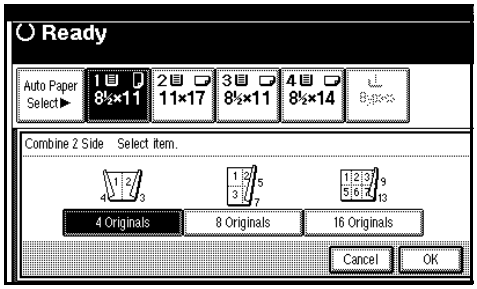
1 **Press the [Dup./Combine/Series] key.**



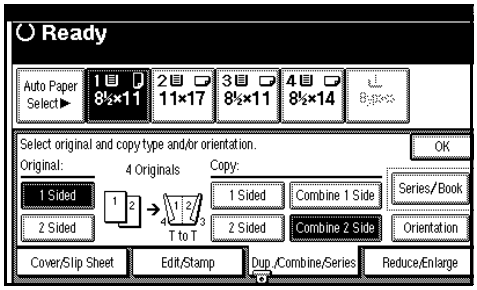
2 **Press the [1 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".**



3 **Press the [4 Originals] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

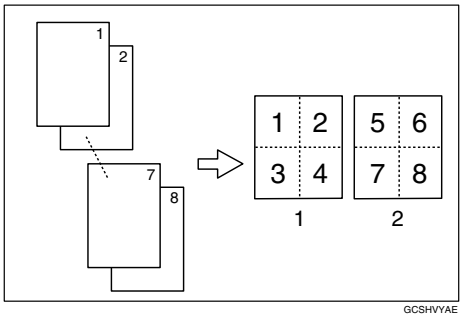
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

1 Sided 8 Pages → Combine 2 Side

Copies eight 1-sided originals to one sheet with four pages per side.



GCSHVYAE

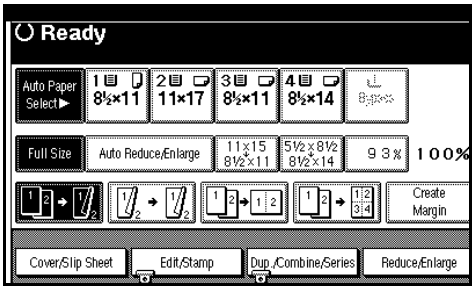
1: Front

2: Back

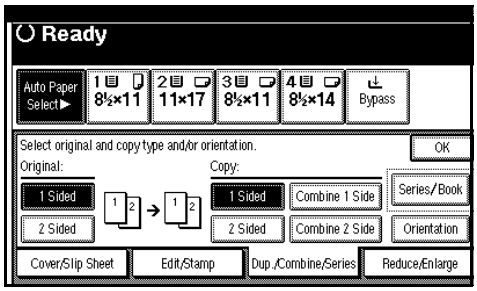
Limitation

❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

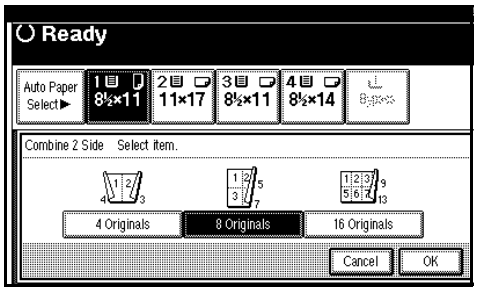
1 **Press the [Dup./Combine/Series] key.**



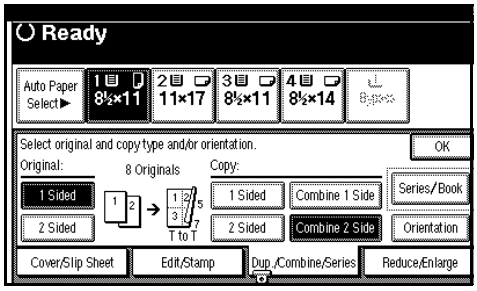
2 **Press the [1 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".**



3 **Press the [8 Originals] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

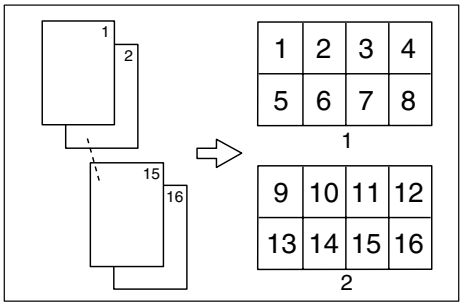
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the 【Start】 key.**

1 Sided 16 Pages → Combine 2 Side

Copies sixteen 1-sided originals to one sheet with eight pages per side.



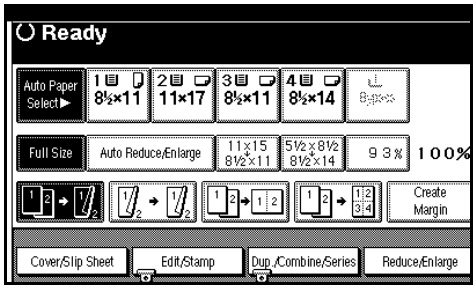
1: Front

2: Back

Limitation

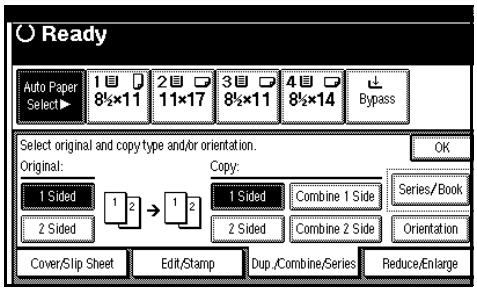
❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

1 **Press the [Dup./Combine/Series] key.**

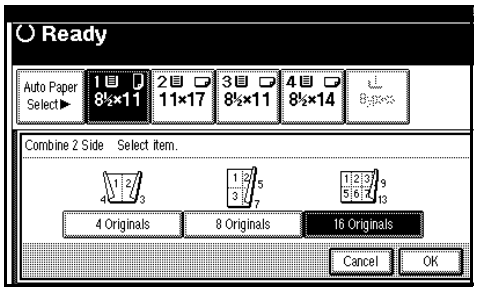


2

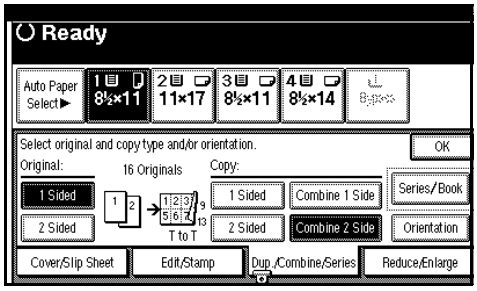
2 **Press the [1 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".**



3 **Press the [16 Originals] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

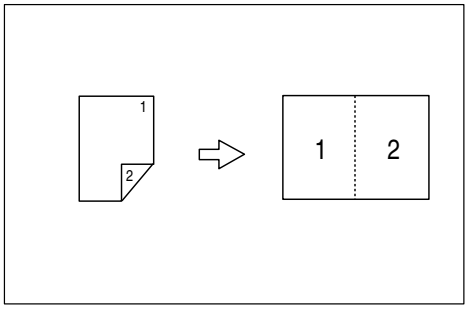
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

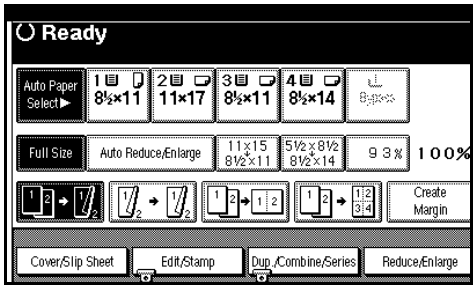
2 Sided 2 Pages → Combine 1 Side

Copies one 2-sided original to one side of a sheet.

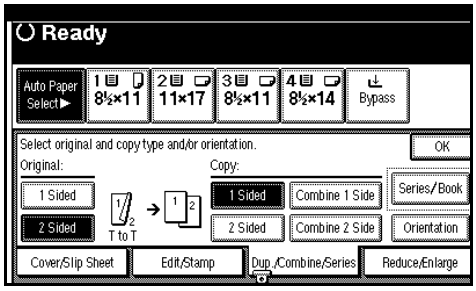


GC SHYYOE

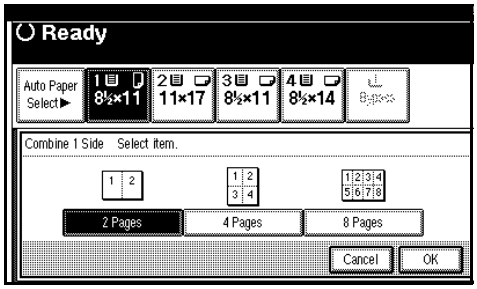
1 **Press the [Dup./Combine/Series] key.**



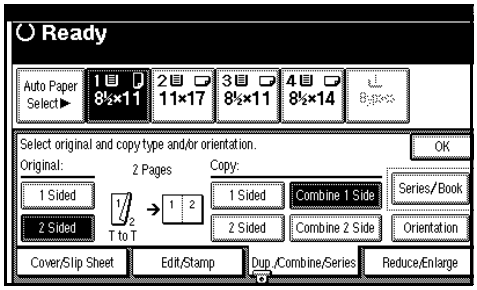
2 **Press the [2 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".**



3 **Press the [2 Pages] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

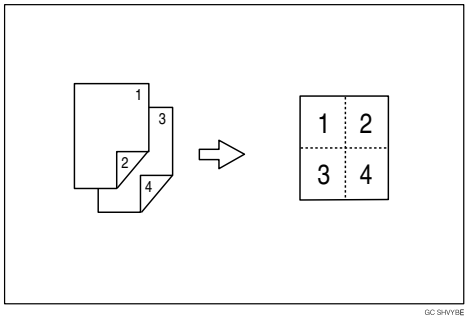
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

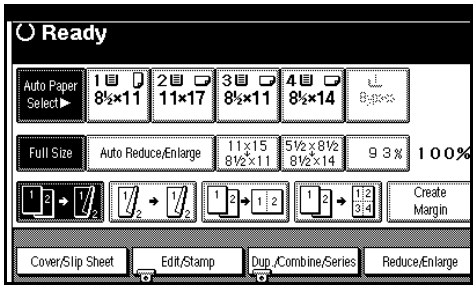
2 Sided 4 Pages → Combine 1 Side

Copies two 2-sided originals to one side of a sheet.

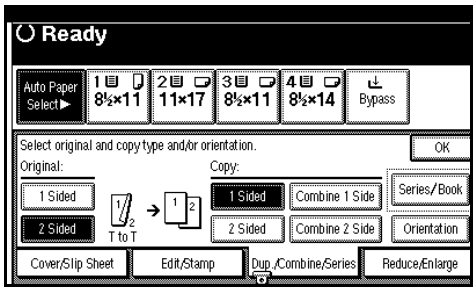


GC SHYBE

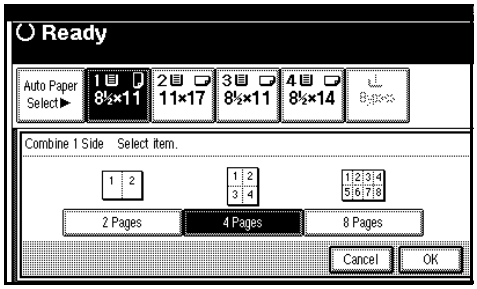
1 **Press the [Dup./Combine/Series] key.**



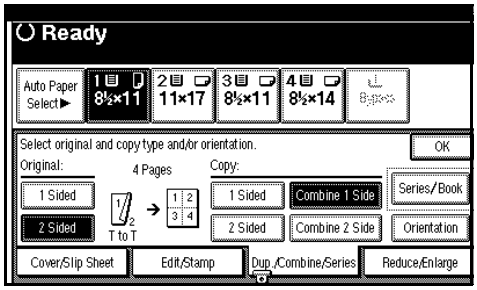
2 **Press the [2 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".**



3 **Press the [4 Pages] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

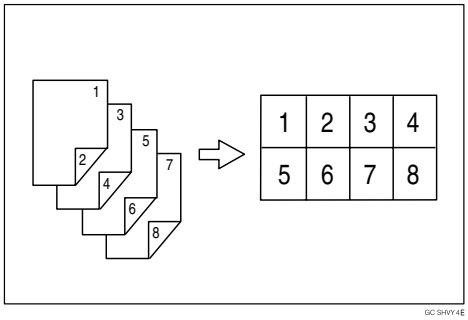
5 **Press the [OK] key.**

6 **Select the paper.**

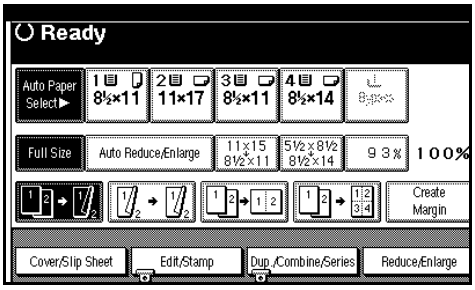
7 **Place your originals, and then press the [Start] key.**

2 Sided 8 Pages → Combine 1 Side

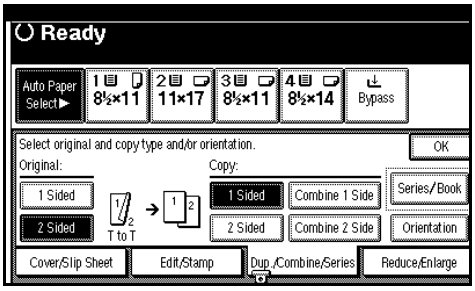
Copies four 2-sided originals to one side of a sheet.



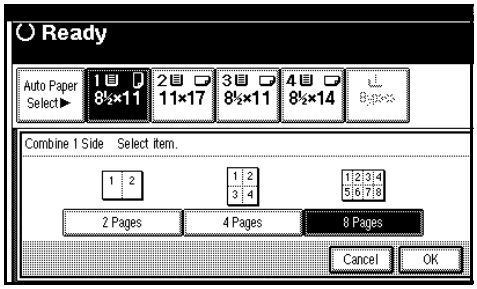
1 **Press the [Dup./Combine/Series] key.**



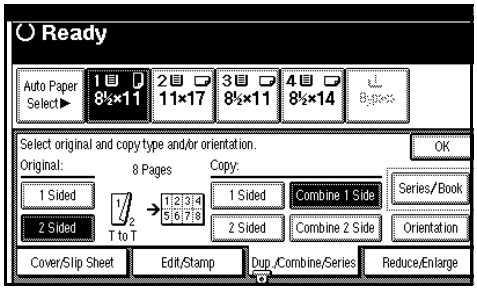
2 **Press the [2 Sided] key for "Original", and then press the [Combine 1 Side] key for "Copy".**



3 **Press the [8 Pages] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

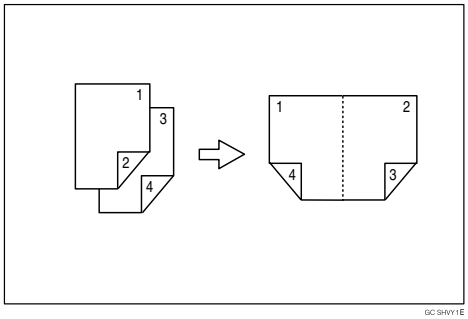
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

2 Sided 4 Pages → Combine 2 Side

Copies two 2-sided originals to one sheet with two pages per side.

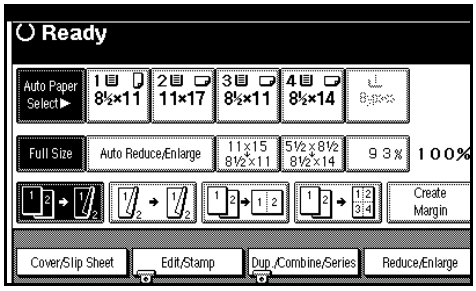


GC SHVY1E

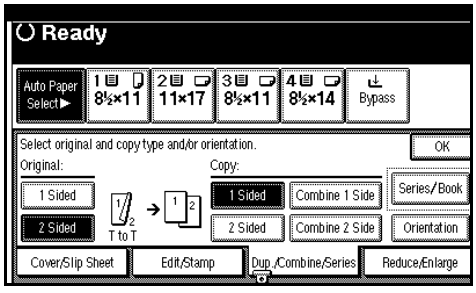
Limitation

❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

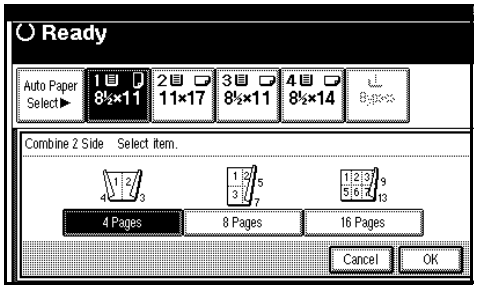
1 **Press the [Dup./Combine/Series] key.**



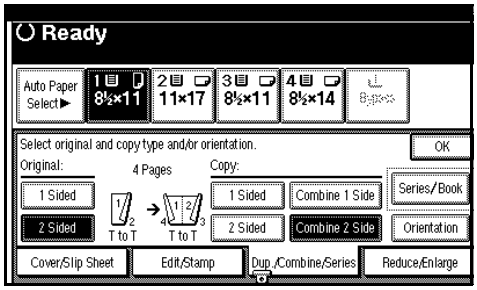
2 **Press the [2 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".**



3 **Press the [4 Pages] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

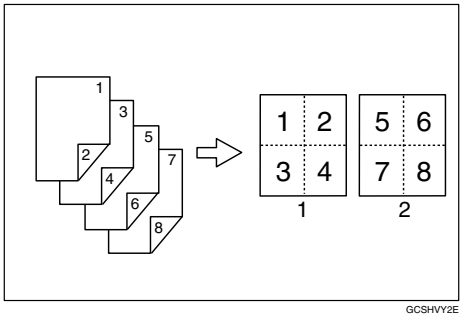
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

2 Sided 8 Pages → Combine 2 Side

Copies four 2-sided originals to one sheet with four pages per side.



GCSHVY2E

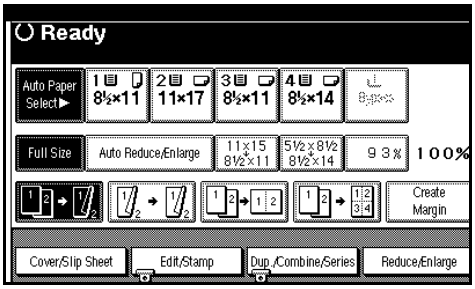
1: Front

2: Back

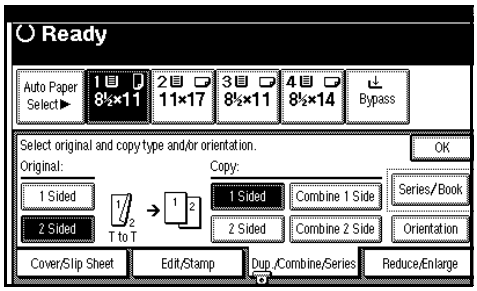
Limitation

❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

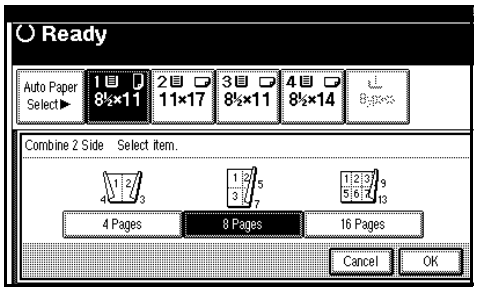
1 **Press the [Dup./Combine/Series] key.**



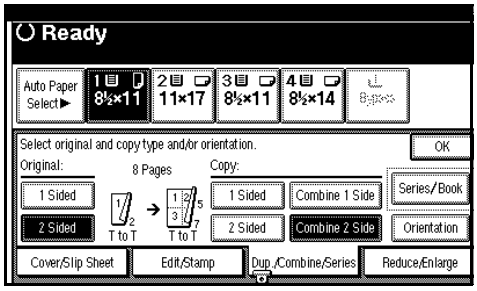
2 **Press the [2 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".**



3 **Press the [8 Pages] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

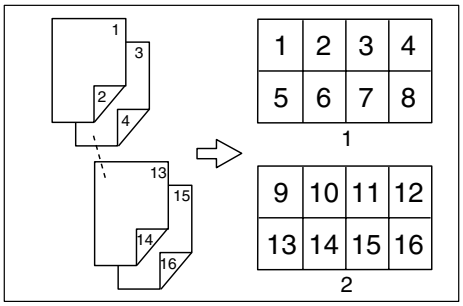
5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the 【Start】 key.**

2 Sided 16 Pages → Combine 2 Side

Copies eight 2-sided originals to one sheet with eight pages per side.



GCSHVY6E

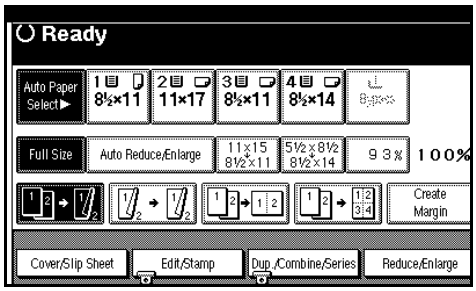
1: Front

2: Back

Limitation

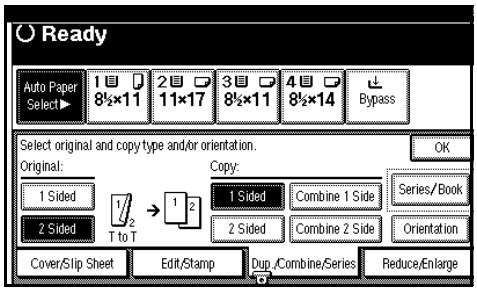
❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

1 **Press the [Dup./Combine/Series] key.**

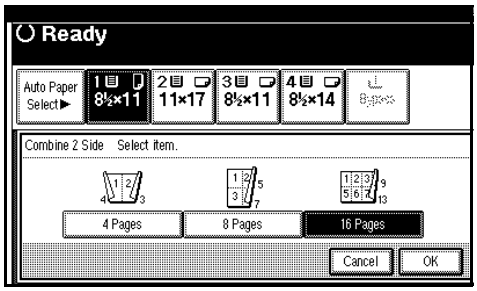


2

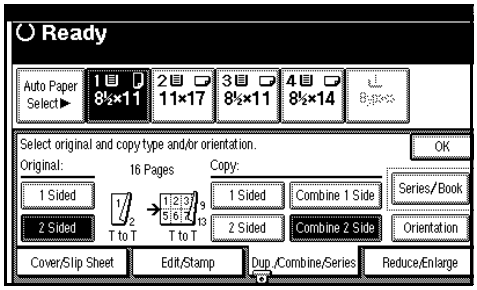
2 **Press the [2 Sided] key for "Original", and then press the [Combine 2 Side] key for "Copy".**



3 **Press the [16 Pages] key, and then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. ⇒ p.86 "Specifying Orientation of Bound Originals"

5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the 【Start】 key.**

Series/Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

The following types of Series and Book modes can be used:

❖ Series Copies

- Book→1 Sided
 Copies the two facing pages of a spread original to make two 1-sided copies.
- Book→2 Sided (The optional Duplex unit is required to use this function.)
 Copies a spread two-page original onto one sheet with one page per side.
- Front & Back→ 2 Sided (The optional Duplex unit is required to use this function.)
 Copies each two-page spread original as it is onto both sides of a sheet.

❖ Booklet (The optional Duplex unit is required to use this function.)

- 1 Sided→Booklet
 Make copies in page order for a folded booklet.
- 2 Sided→Booklet
 Copies a 2-sided original in page order for a folded booklet.
- 1 Sided→Magazine
 Copies two or more originals to make copies in page order (as when they are folded and assembled).
- 2 Sided→Magazine
 Copies 2-sided originals to make copies in page order (as when they are folded and assembled).

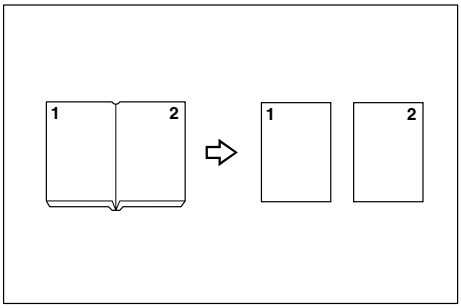
Series Copies

Book → 1 Sided

You can make one-sided copies from two facing pages of a bound original (book).

Limitation

❒ You cannot use the Book→1 Sided function with the document feeder.



Note

❒ See the following table for original and copy paper sizes when using a 100% ratio.

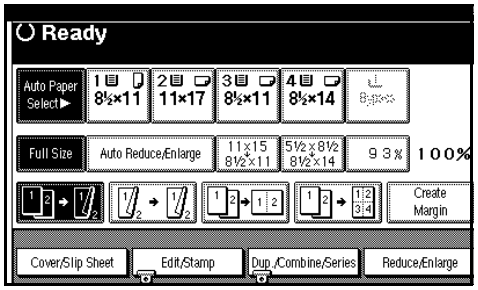
❖ Metric version

Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

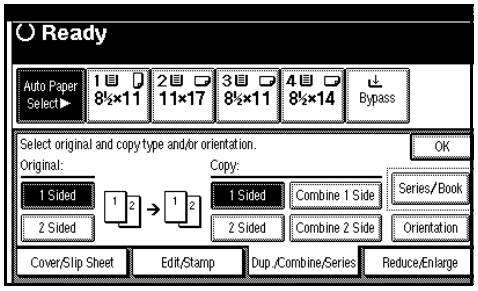
❖ Inch version

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" × 2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" × 2 sheets

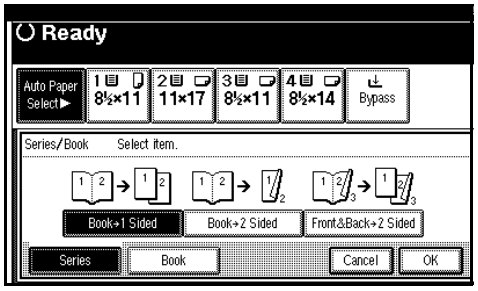
1 **Press the [Dup./Combine/Series] key.**



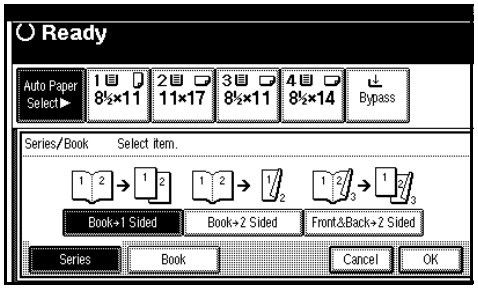
2 **Press the [Series/Book] key.**



3 **Make sure that the [Series] key is selected.**



4 **Press the [Book→1 Sided] key, and then press the [OK] key.**



5 **Press the [OK] key.**

6 **Make sure that the [Auto Paper Select] key is selected.**

Note

❒ If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.

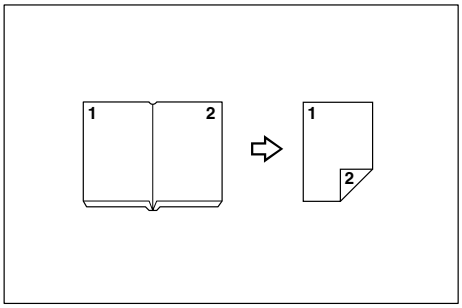
7 **Place your originals on the exposure glass, and then press the 【Start】 key.**

Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.

Limitation

❒ You cannot use the Book→2 Sided function with the document feeder.



❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

Note

❒ See the following table for original and copy paper sizes when using a 100% ratio.

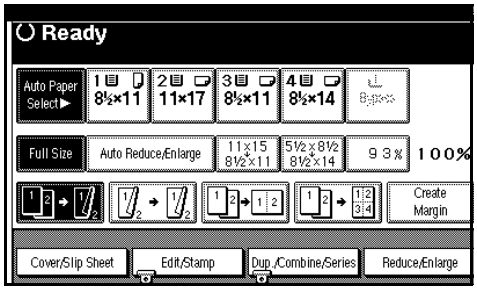
❖ **Metric version**

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

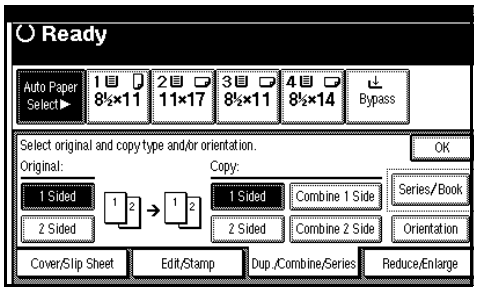
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

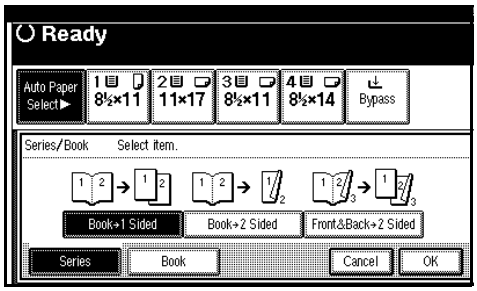
1 **Press the [Dup./Combine/Series] key.**



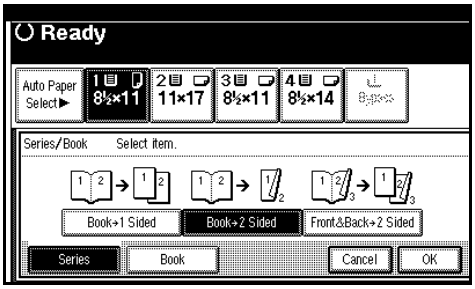
2 **Press the [Series/Book] key.**



3 **Make sure that the [Series] key is selected.**



4 **Press the [Book→2 Sided] key, and then press the [OK] key.**



5 **Press the [OK] key.**

6 **Select the paper.**

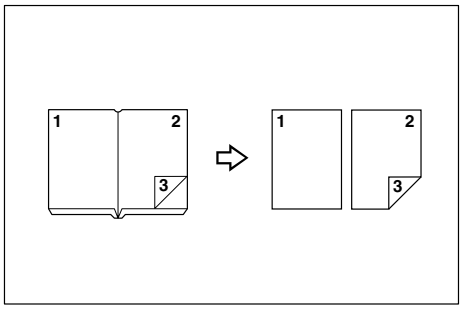
7 **Place your originals on the exposure glass, and then press the 【Start】 key.**

Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.

Limitation

❒ You cannot use the Front & Back → 2 Sided function with the document feeder.



❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

Note

❒ See the following table for original and copy paper sizes when using a 100% ratio.

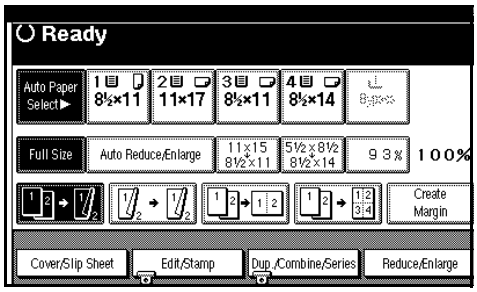
❖ Metric version

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

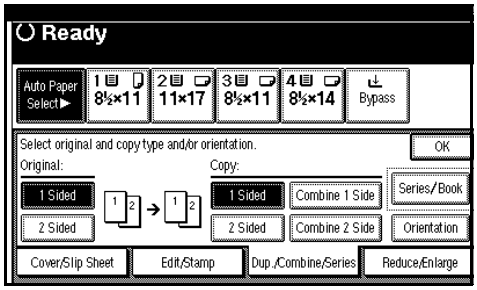
❖ Inch version

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

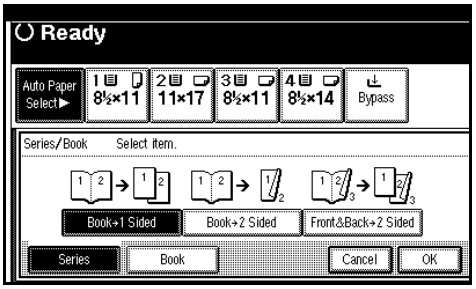
1 **Press the [Dup./Combine/Series] key.**



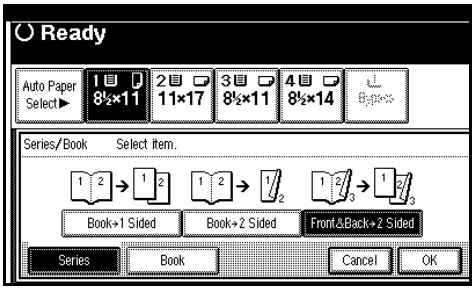
2 **Press the [Series/Book] key.**



3 **Make sure that the [Series] key is selected.**



4 **Press the [Front & Back → 2 Sided] key, and then press the [OK] key.**



5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals on the exposure glass, and then press the 【Start】 key.**

Note

❒ Press the 【#】 key after all originals are scanned.

Copying Book Originals

Limitation

- ❒ You cannot use the bypass tray with this function.
- ❒ The function might not work for certain types of large size originals (such as A3, 11" × 17"). In this case, an optional 32MB memory or a HDD is required.

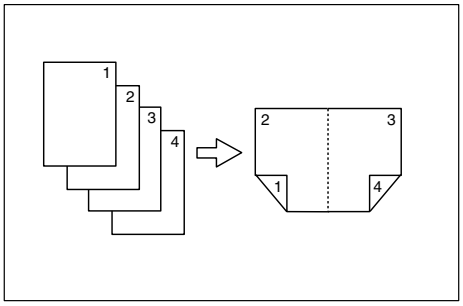
Note

- ❒ The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❒ The machine uses ratios in the range of 25 to 400% (25-200% when placing originals in the document feeder).
- ❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❒ If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❒ If the number of originals scanned is less than a multiple of 4, the last page is left blank.
- ❒ You can have a 3mm, 0.1" bounding margin around all four edges of the original left blank (erased). ⇒ "Erase Original Shadow in Combine" on p.194 “Edit $^{1}/_{2}$”

1 Sided → Booklet

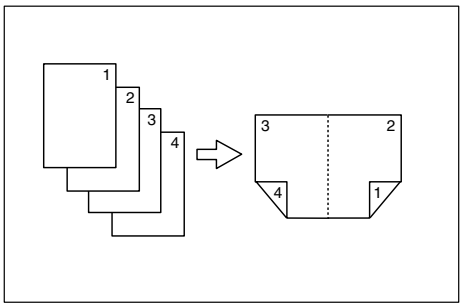
Make copies in page order for a folded booklet as shown in the following illustrations.

❖ Open to Left



GCBOOK0E

❖ Open to Right



GCBOOK1E

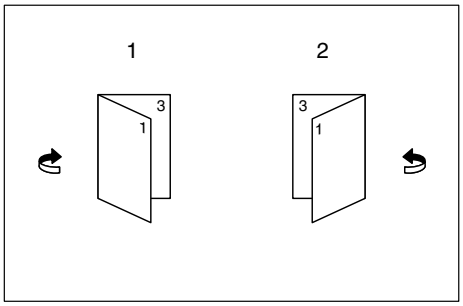
Important

- ❒ Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ “Orientation: Booklet, Magazine” on p.196 “Edit $^{2}/_{2}$”

Note

- ❒ Four originals are copied onto each sheet of copy paper.

How to fold copies to make a booklet

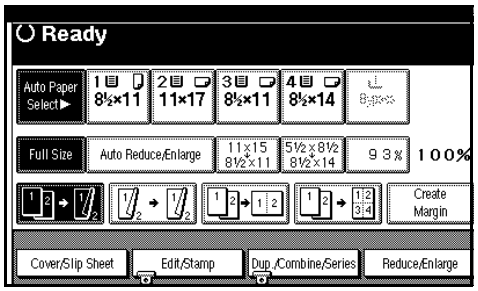


GCBOOK2E

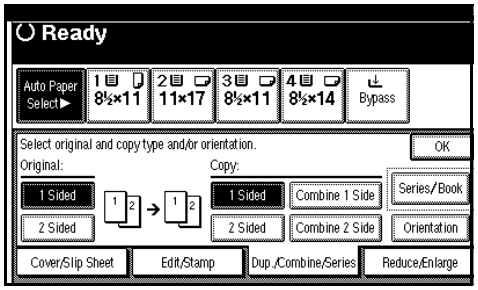
1: Open to Left

2: Open to Right

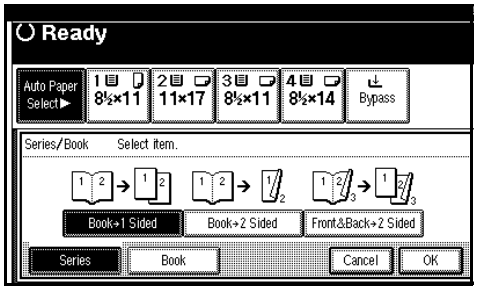
1 **Press the [Dup./Combine/Series] key.**



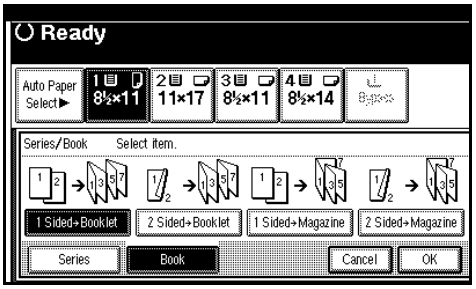
2 **Press the [Series/Book] key.**



3 **Press the [Book] key.**



4 **Press the [1 Sided→Booklet] key, and then press the [OK] key.**



5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the 【Start】 key.**

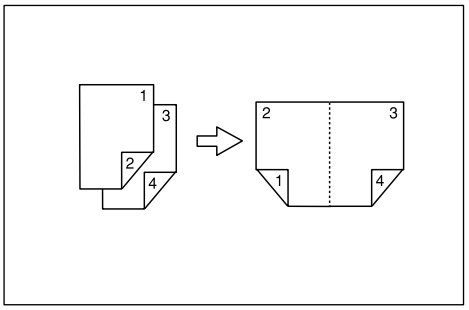
Note

❒ When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the 【#】 key after all originals are scanned.

2 Sided → Booklet

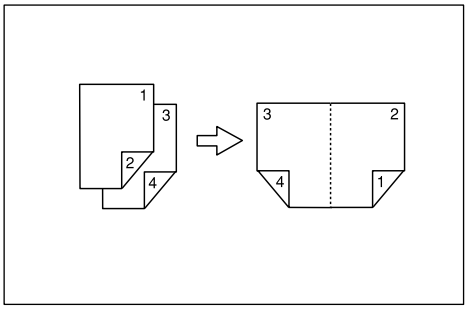
Make copies of 2–sided originals with a page order for a folded booklet as shown in the following illustrations.

❖ **Open to Left**



GCAH010E

❖ Open to Right



GCAH020E

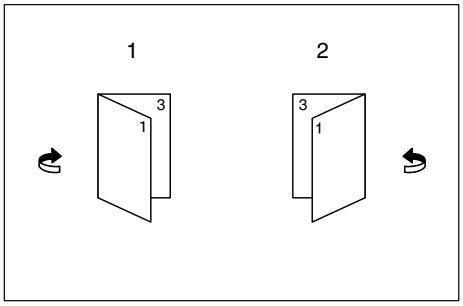
Important

❒ Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 "Edit $^{2}/_{2}$"

Note

❒ Two 2–sided originals are copied onto each sheet of copy paper.

How to fold copies to make a booklet

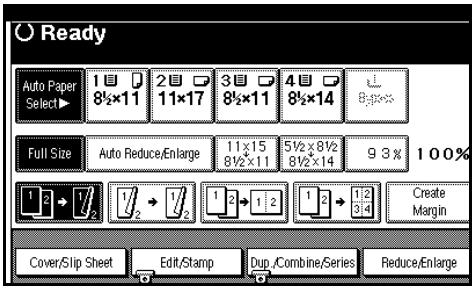


GCBOOK2E

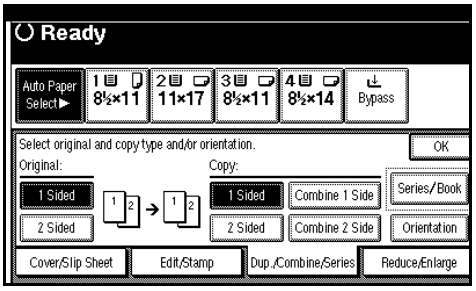
1: Open to Left

2: Open to Right

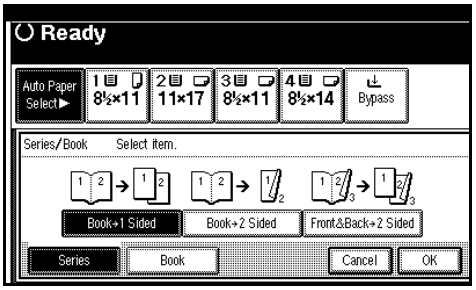
1 Press the **[Dup./Combine/Series]** key.



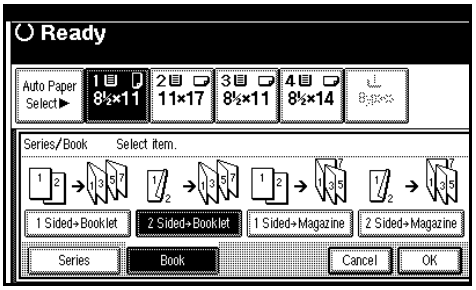
2 Press the **[Series/Book]** key.



3 Press the **[Book]** key.



4 Press the **[2 Sided→Booklet]** key, and then press the **[OK]** key.



5 Press the **[OK]** key.

6 Select the paper.

7 **Place your originals, and then press the【Start】key.**

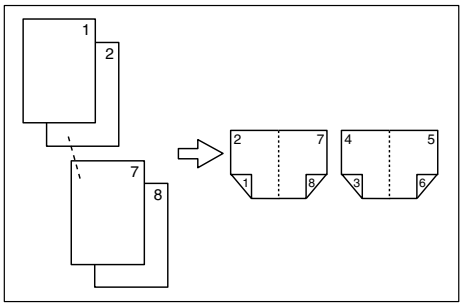
Note

❒ When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the【#】key after all originals are scanned.

1 Sided → Magazine

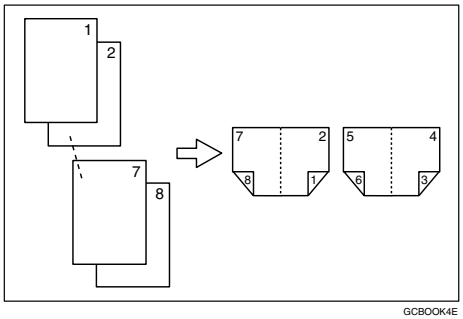
Copies two or more originals to make copies in page order when they are folded and assembled.

❖ Open to Left



GCBOOK3E

❖ Open to Right



GCBOOK4E

Important

❒ Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 "Edit $^{2}/_{2}$"

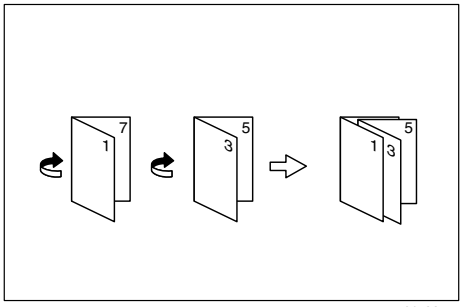
Note

❒ Four originals are copied onto each sheet of copy paper.

❒ The copying may take some time after scanning originals.

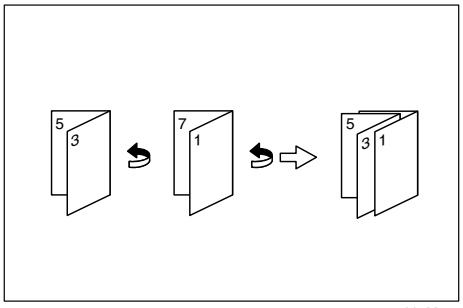
How to fold and assemble copies to make a magazine

❖ Open to Left



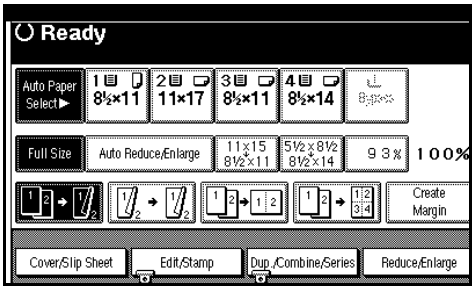
GCBOOK5E

❖ Open to Right

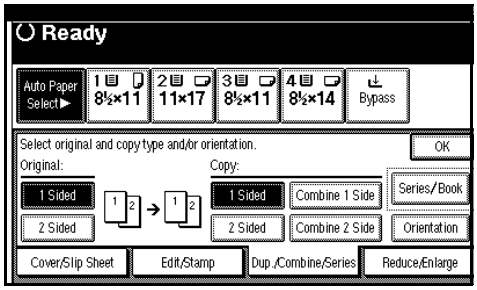


GCBOOK6E

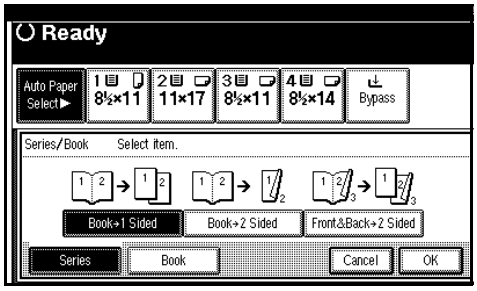
1 **Press the [Dup./Combine/Series] key.**



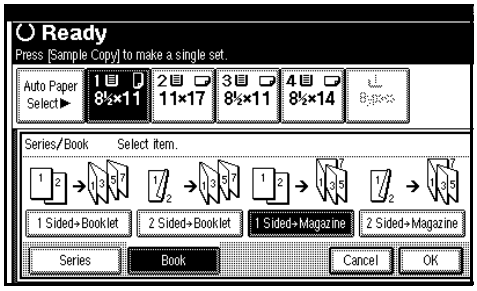
2 **Press the [Series/Book] key.**



3 **Press the [Book] key.**



4 **Press the [1 Sided→Magazine] key, and then press the [OK] key.**



5 **Press the [OK] key.**

6 **Select the paper.**

7 **Place your originals, and then press the 【Start】 key.**

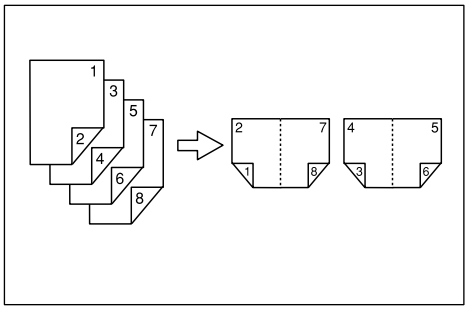
Note

❒ When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the 【#】 key after all originals are scanned.

2 Sided → Magazine

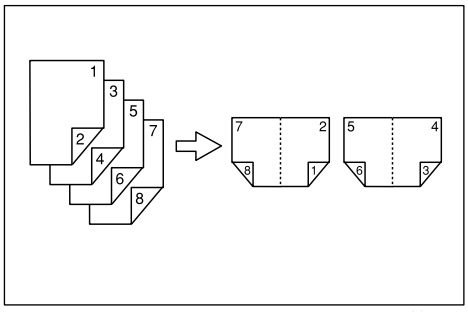
Copies two or more 2–sided originals to make copies in page order when they are folded and assembled.

❖ Open to Left



GCAH030E

❖ Open to Right



GCAH040E

Important

❒ Before selecting this function, select "Open to left" or "Open to right" with the User Tools. ⇒ "Orientation: Booklet, Magazine" on p.196 “Edit $^{2}/_{2}$”

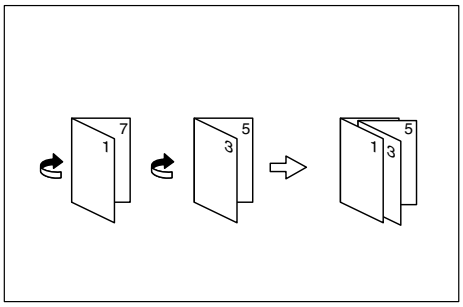
Note

❒ Two 2–sided originals are copied onto each sheet of copy paper.

❒ The copying may take some time after scanning originals.

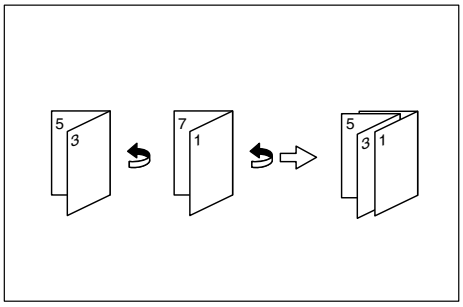
How to fold and assemble copies to make a magazine

❖ Open to Left



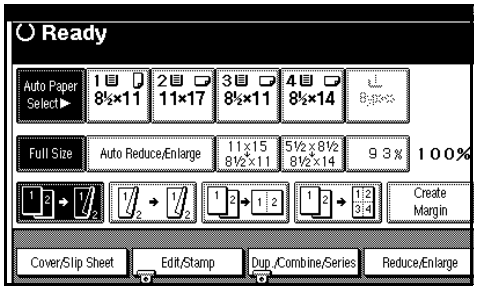
GCBOOK5E

❖ Open to Right

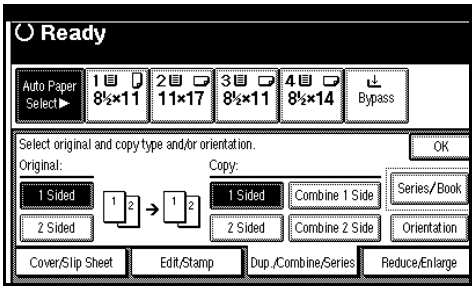


GCBOOK6E

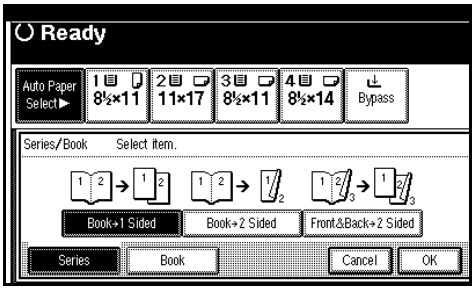
1 Press the **[Dup./Combine/Series]** key.



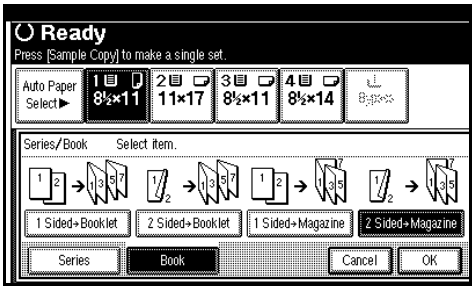
2 Press the **[Series/Book]** key.



3 Press the **[Book]** key.



4 Press the **[2 Sided→Magazine]** key, and then press the **[OK]** key.



5 Press the **[OK]** key.

6 Select the paper.

7 Place your originals, and then press the **【Start】** key.

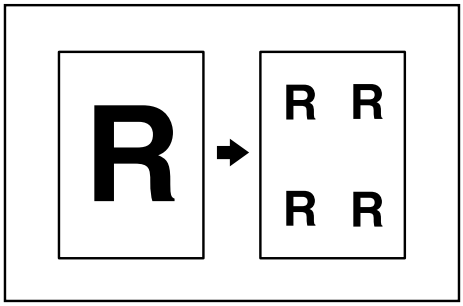
Note

❒ When placing originals on the exposure glass or in the document feeder in Batch/SADF mode, press the **【#】** key after all originals are scanned.

Edit Image

Image Repeat

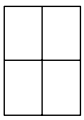
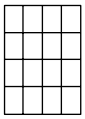
The original image is copied repeatedly.



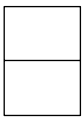
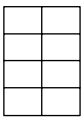
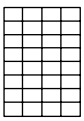
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. See the following table.

❖ **Original: A5 ▯ /Copy paper: A4 ▯ or Original: A5▭/Copy paper A4▭**

4 repeats (71%)	16 repeats (35%)
 Repeat1	 Repeat2

❖ **Original: A5 ▯ /Copy paper: A4▭ or Original: A5▭/Copy paper A4 ▯**

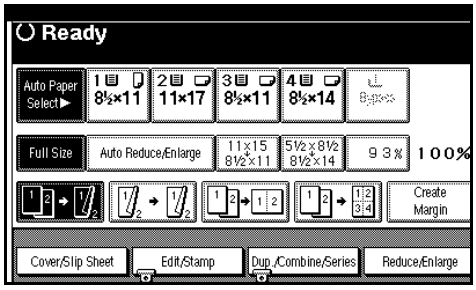
2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
 Repeat3	 Repeat4	 Repeat5

❒ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.

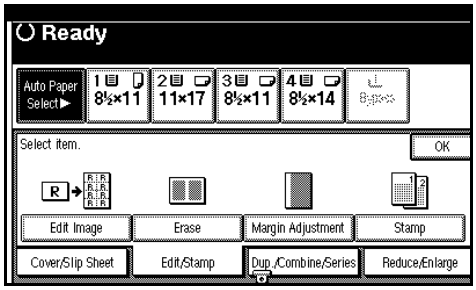
❒ You can insert separation lines between repeated images. ⇒ "Image Repeat Separation Line" on p.196 "Edit $^{2}/_{2}$"

1 Select the size of the copy paper and the reproduction ratio.

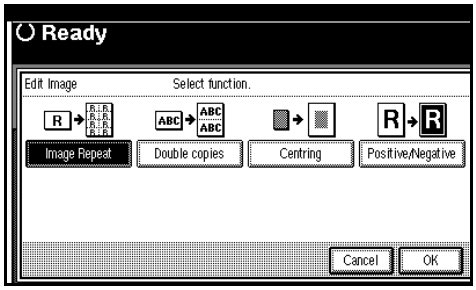
2 Press the [Edit/Stamp] key.



3 Press the [Edit Image] key.



4 Press the [Image Repeat] key.



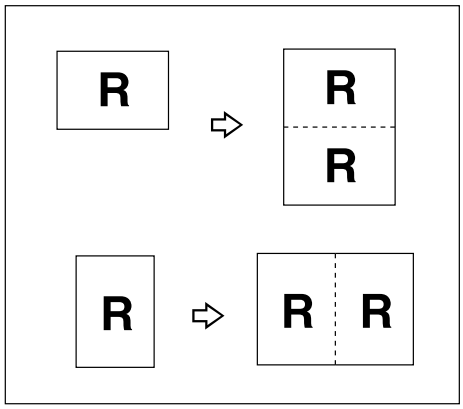
5 Press the [OK] key.

6 Press the [OK] key.

7 Place your original, and then press the【Start】key.

Double Copies

One original image is copied twice on one copy as shown in the illustration.



Limitation

- ❒ The originals of size A5□ ($5^1/_2$" × $8^1/_2$"□) cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.
- ❒ You cannot use the bypass tray with this function.

Note

- ❒ You can insert separation lines between repeated images. ⇒ "Double Copies Separation Line" on p.196 "Edit $^2/_2$"
- ❒ See the following table for original and copy paper sizes when using a 100% ratio.

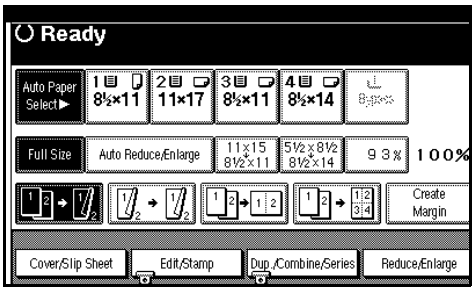
❖ Metric version

Original Size and Direction	Copy Paper Size and Direction
A5□	A4□
A4□	A3□
A5□	A4□
B5□	B4□

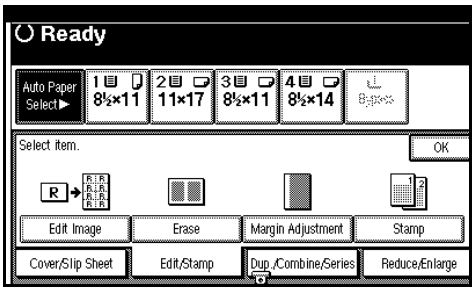
❖ Inch version

Original Size and Direction	Copy Paper Size and Direction
$5^1/_2$" × $8^1/_2$"□	$8^1/_2$" × 11"□
$5^1/_2$" × $8^1/_2$"□	$8^1/_2$" × 11"□
$8^1/_2$" × 11"□	11" × 17"□

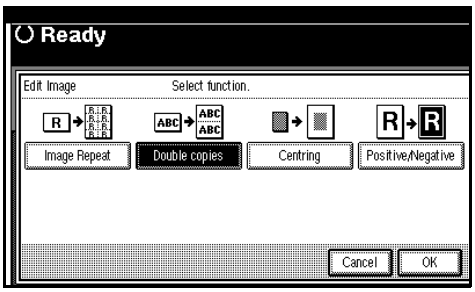
1 Press the [Edit/Stamp] key.



2 Press the [Edit Image] key.



3 Press the [Double Copies] key.



4 Press the [OK] key.

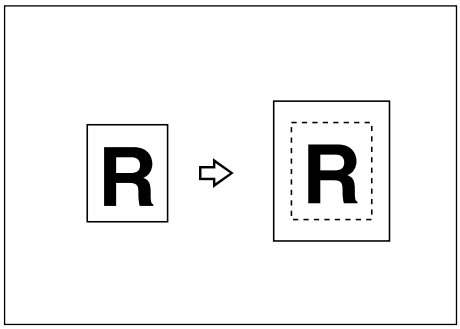
5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the【Start】key.

Centering

You can make copies with the image moved to the center of the copy paper.



Limitation

- ❒ You cannot use the bypass tray with this function.
- ❒ If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotated copy).
- ❒ If the original size cannot be measured, the centering function will not work.

Note

- ❒ The original sizes and directions for centering are listed below.

❖ Metric version

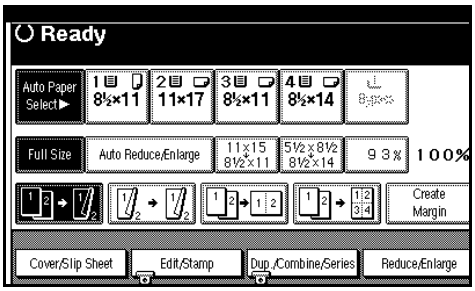
Original placed on:	Original size and direction
Exposure glass	A3, B4, A4, B5, A5, $8^1/_2$" × 14", $8^1/_2$" × 13"
Document feeder	A3, B4, A4, B5, A5, $8^1/_2$" × 13"

❖ Inch version

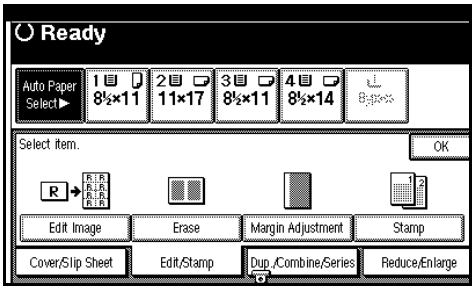
Original placed on:	Original size and direction
Exposure glass	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", 8" × 10"
Document feeder	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", $5^1/_2$" × $8^1/_2$"

1 **Select the paper.**

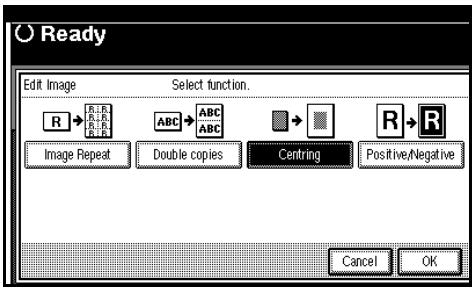
2 **Press the [Edit/Stamp] key.**



3 **Press the [Edit Image] key.**



4 **Press the [Centering] key.**



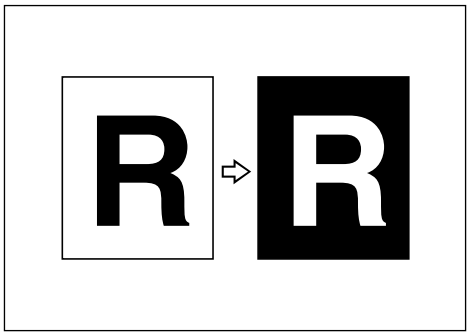
5 **Press the [OK] key.**

6 **Press the [OK] key.**

7 Place your originals, and then press the 【Start】 key.

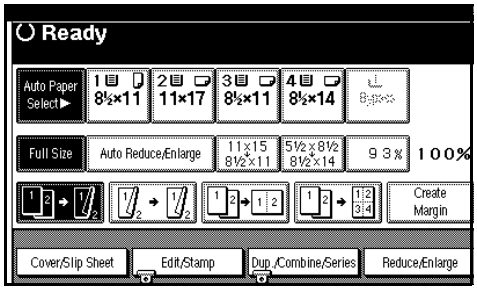
Positive/Negative

If your original is black and white, copy images are inverted.

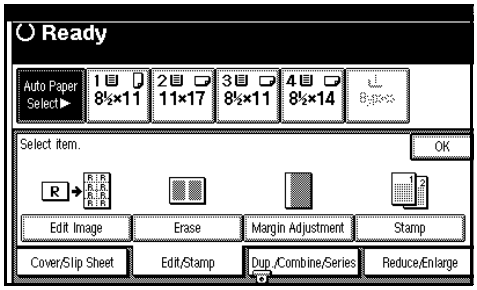


GCHATN1E

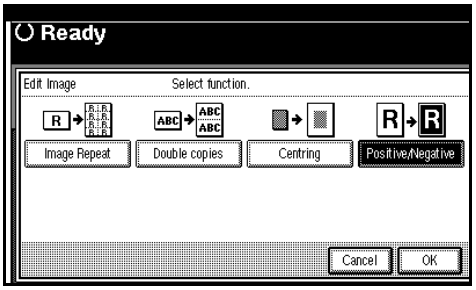
1 Press the [Edit/Stamp] key.



2 Press the [Edit Image] key.



3 Press the [Positive/Negative] key.



4 Press the [OK] key.

5 Press the [OK] key.

6 Select the paper.

7 Place your originals, and then press the 【Start】 key.

Erase

This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by bound originals, such as books.

This function has the following three types:

❖ **Border**
This mode erases the edge margin of the original image.

❖ **Center**
This mode erases the center margin of the original image.

❖ **Center/Border**
This mode erases both the center and edge margins of the original image.

Note

❒ You can change the width of the erased margins as follows:

Metric version	2 – 99mm (in 1mm steps)
Inch version	0.1" – 3.9" (in 0.1" steps)

❒ The default setting of the erased margin is as follows. You can change this settings with the User Tools. ⇒ "Erase Border Width" and "Erase Center Width" on p.194 "Edit $^1/_2$"

Metric version	10mm
Inch version	0.4"

❒ The width of the erased margin varies depending on the reproduction ratio.

❒ If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

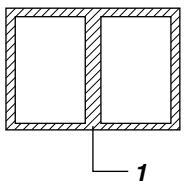
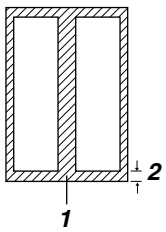
❖ **Metric version**

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3⧉, B4⧉, A4▯⧉, B5▯⧉, A5⧉, $8^1/_2$" × 14"⧉, $8^1/_2$" × 13"⧉
Document feeder	A3⧉, B4⧉, A4▯⧉, B5▯⧉, A5▯⧉, $8^1/_2$" × 13"⧉

❖ **Inch version**

Where Original Is Set	Paper Size and Orientation
Exposure glass	11"×17"⧉, $8^1/_2$"×14"⧉, $8^1/_2$"×11"▯⧉, 10" × 14"⧉, 8" ×10"⧉
Document feeder	11"×17"⧉, $8^1/_2$"×14"⧉, $8^1/_2$"×11"▯⧉, 10" × 14"⧉, $5^1/_2$"×$8^1/_2$"⧉

❒ The relationship between the original orientation and the erased part is as follows:

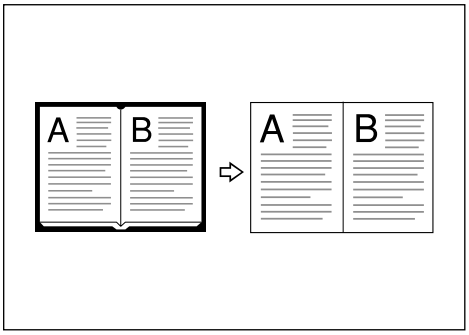
⧉ original	▯ original
	

1: Erased part

2: 2–99mm

Border Erase

This function erases the edge margins. You can set the same margin width for all four sides, or you can set different margin widths for each side.

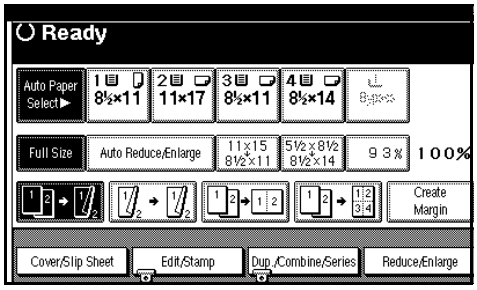


GCCENT2E

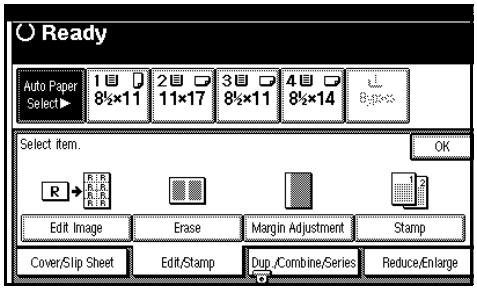
Note

❒ If you want to erase the center margin too, use the Center/Border function. ⇒ p.122 "Center/Border Erase"

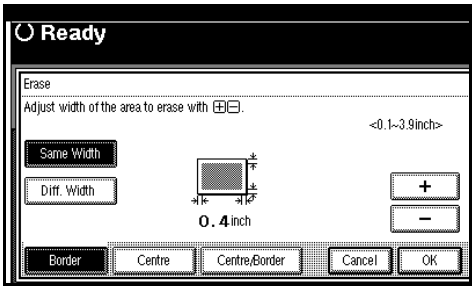
1 **Press the [Edit/Stamp] key.**



2 **Press the [Erase] key.**



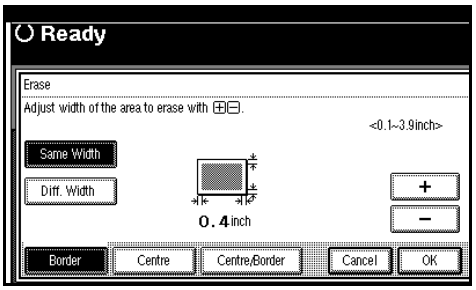
3 **Press the [Border] key.**



4 **Set the erase border width.**

Selecting [Same Width]

❶ **Press the [Same Width] key.**



❷ **Set an erase border width with the [+] and [−] keys.**

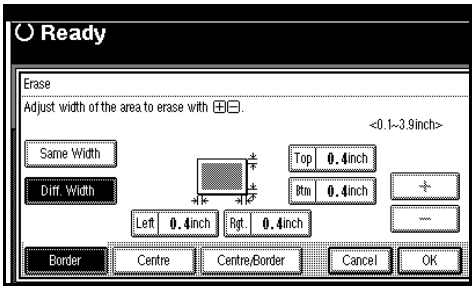
Note

❒ To change the value entered, press the **[+]** and **[−]** keys to set the new value.

❸ **Press the [OK] key.**

Selecting [Diff. Width]

❶ **Press the [Diff. Width] key.**



❷ **Press the key for the border you wish to change and set an erase border width with the [+] and [−] keys.**

Note

❒ To change the value entered, press the **[+]** and **[−]** keys to set the new value.

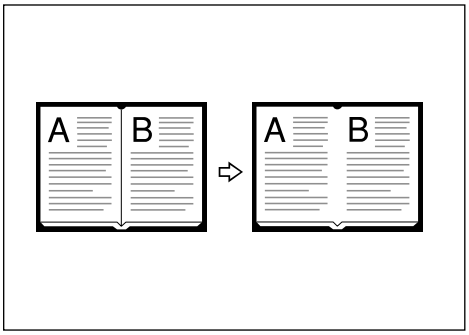
❸ **Press the [OK] key.**

5 **Press the [OK] key.**

6 **Place your originals, and then press the [Start] key.**

Center Erase

This function erases the center margin.

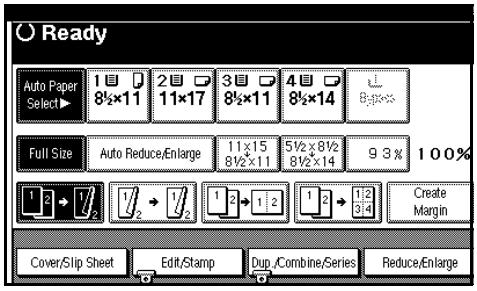


GCCENT1E

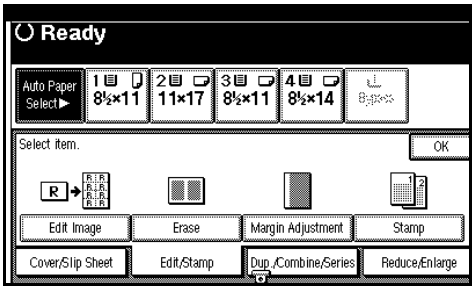
Note

❒ If you want to erase the border margin too, use the Center/Border function. ⇒ p.122 "Center/Border Erase"

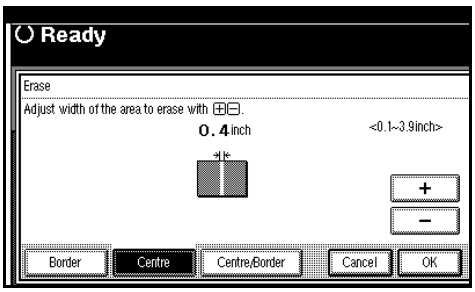
1 **Press the [Edit/Stamp] key.**



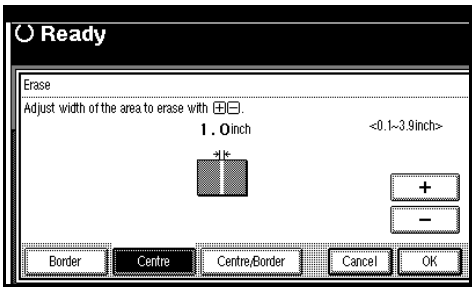
2 **Press the [Erase] key.**



3 **Press the [Center] key.**



4 **Set the erase center width with the [+] and [−] keys, and then press the [OK] key.**



Note

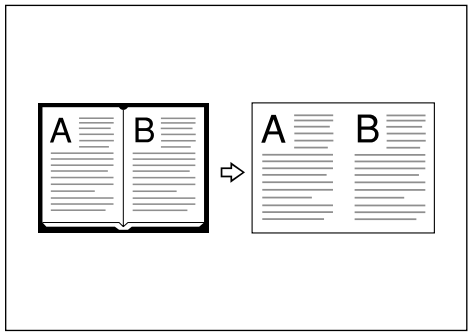
❒ To change the value entered, press the **[+]** and **[−]** keys to set the new value.

5 **Press the [OK] key.**

6 **Place your originals, and then press the [Start] key.**

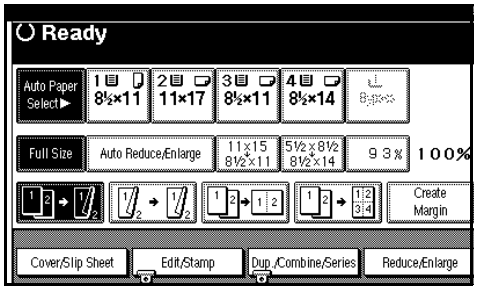
Center/Border Erase

This mode erases both the center and edge margins. You can set the same margin width for all four sides and center, or you can set different margin widths for each.

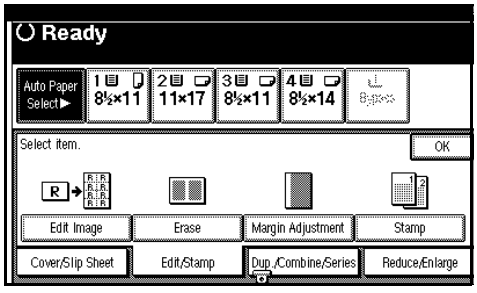


GCCENT3E

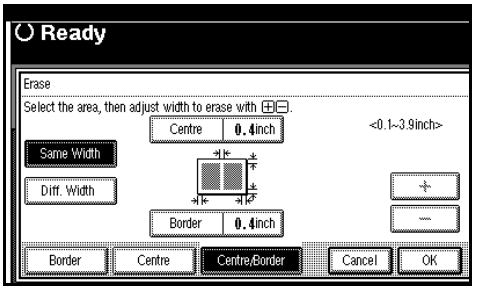
1 **Press the [Edit/Stamp] key.**



2 **Press the [Erase] key.**



3 **Press the [Center/Border] key.**

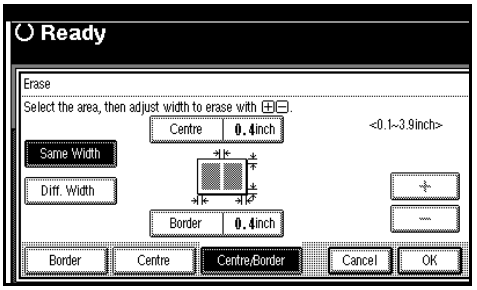


4 **Set the erase margin width.**

Selecting [Same Width]

❶ **Press the [Same Width] key.**

❷ **Press the [Center] key, and then set the erase center width with the [+] and [—] keys.**



Note

❒ To change the value entered, press the **[+]** and **[—]** keys to set the new value.

❸ **Press the [Border] key, and then set the erase border width with the [+] and [—] keys.**

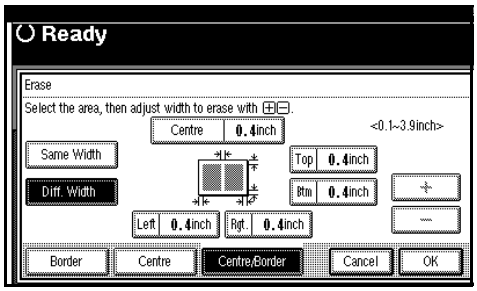
Note

❒ To change the value entered, press the **[+]** and **[—]** keys to set the new value.

❹ **Press the [OK] key.**

Selecting **[Diff. Width]**

❶ **Press the [Diff. Width] key.**



❷ **Press the key for the part you wish to change, and then set an erase margin width with the [+] and [−] keys.**

Note

❒ To change the value entered, press the **[+]** and **[−]** keys to set the new value.

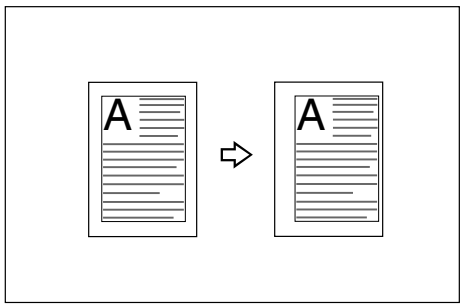
❸ **Press the [OK] key.**

5 **Press the [OK] key.**

6 **Place your originals, and then press the 【Start】 key.**

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



Limitation

❒ If you set the margin too wide, areas you do not want to delete might be erased.

Note

❒ You can change the width of the binding margin as follows.

Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

❒ The margin width default is as follows. You can change this default setting with the User Tools. ⇒ "Front Margin: Left/Right", "Back Margin: Left/Right", "Front Margin: Top/Bottom", "Back Margin: Top/Bottom" on p.194 “Edit $^{1}/_{2}$”

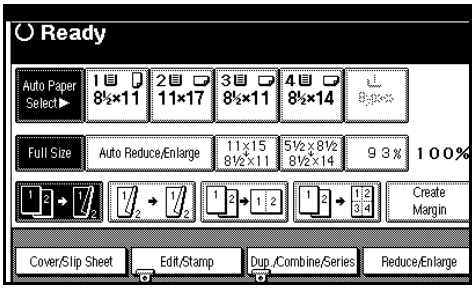
Metric version	• Front: 5mm Left • Back: 5mm Right
Inch version	• Front: 0.2" Left • Back: 0.2" Right

❒ When making two-sided copies from one-sided originals, you can set a binding margin for the back side pages. ⇒ "1 sided → 2 sided Auto Margin: T to T", "1 sided → 2 sided Auto Margin: T to B" on p.194 “Edit $^{1}/_{2}$”

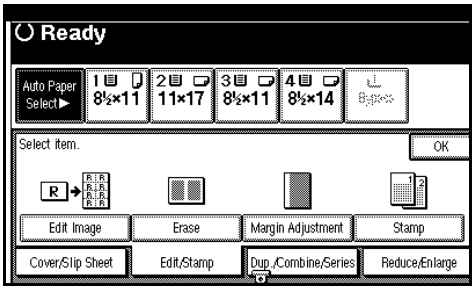
❒ When making copies in Combine mode, the binding margins are made on the copies after the combining is finished.

❒ When "2 Sided → 1 Sided" is selected, set the binding margins for front and back pages of the original.

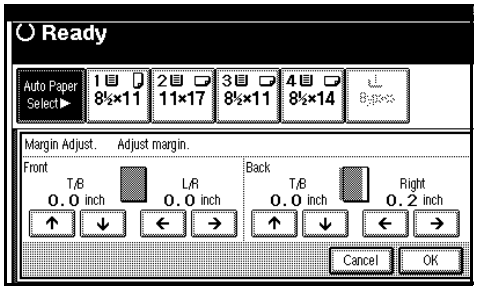
1 **Press the [Edit/Stamp] key.**



2 **Press the [Margin Adjustment] key.**



3 **Set a binding margin for a front page. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**



Note

❒ To change the value entered, press the **[←]**, **[→]**, **[↓]**, **[↑]** keys to set the new value.

❒ If you do not need to specify the margins for the back side pages, press the **[OK]** key and go to step **5**.

4 **Set a binding margin for the back side pages. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**

Note

❒ You can specify the margins for the back side pages only when Duplex or the Two Sided copy with Combine is selected.

5 **Press the [OK] key.**

6 **Place your originals, and then press the [Start] key.**

Stamp

This function prints stamps on copies. Stamp modes are as follows:

❖ **Background Numbering**
This function prints numbers on the background of copies.

❖ **Preset Stamp**
This function prints preset messages on copies.

❖ **User Stamp**
This function prints custom messages on copies.

❖ **Date Stamp**
This function prints the date on copies.

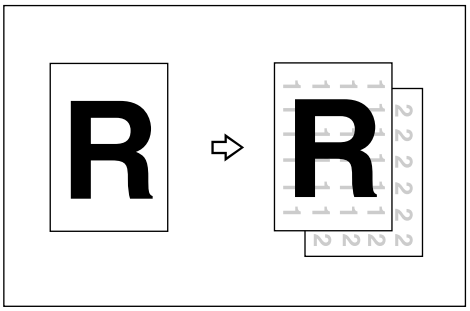
❖ **Page Numbering**
This function prints page numbers on copies.

Background Numbering

The optional HDD and 32 MB of memory are required to use this function (if the machine is equipped with the Printer unit, 32MB of memory is not required).

Use this function to have numbers printed on the background of copies.

This function can help you to keep track of confidential documents.



GCSTMP2E

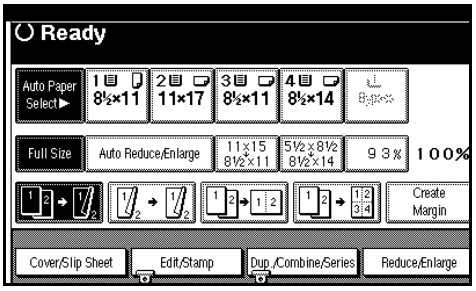
Note

❒ You can change the size of the numbers with the User Tools. ⇒ "Size" on p.199 “Background Numbering”

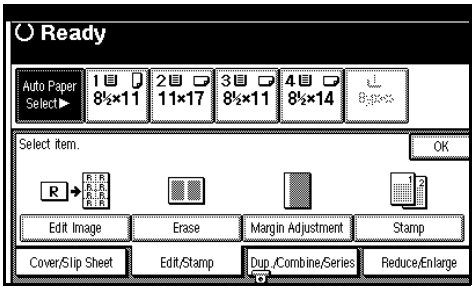
❒ You can change the density of the numbers with the User Tools. ⇒ "Density" on p.199 “Background Numbering”

❒ The numbers appear to overlap the copied image in some cases.

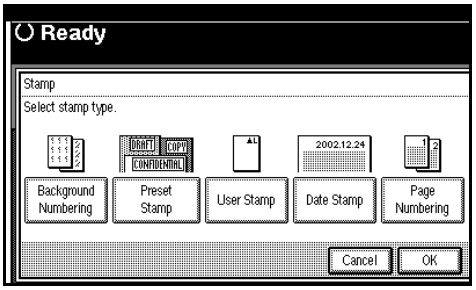
1 **Press the [Edit/Stamp] key.**



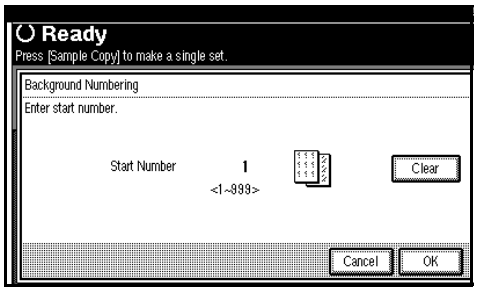
2 **Press the [Stamp] key.**



3 **Press the [Background Numbering] key.**



4 **Enter the number to start counting from with the number keys, and then press the [OK] key.**

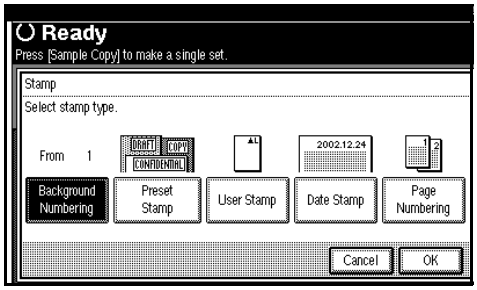


Note

❒ The number can be set from 1 to 999.

❒ To change the entered number, press the **[Clear]** or **【Clear/Stop】** key and enter the new number.

5 **Press the [OK] key.**

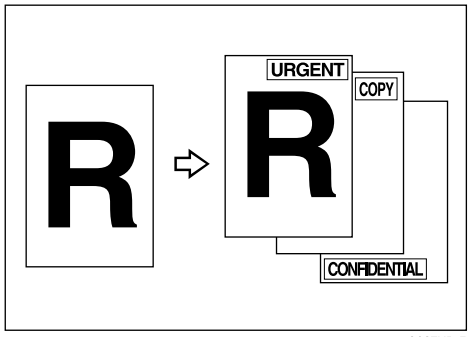


6 **Press the [OK] key.**

7 **Place your originals, and then press the 【Start】 key.**

Preset Stamp

The optional 32 MB of memory is required to use this function (if the machine is equipped with the Printer unit, 32 MB of memory is not required). There are also some other settings available, by installing the optional HDD.



GCSTMP1E

Limitation

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

Note

❒ One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "Preliminary", "For internal use", "CONFIDENTIAL", "DRAFT".

❒ You can change the print page with the User Tools.

❒ You can change the size and density of the stamp with the User Tools.

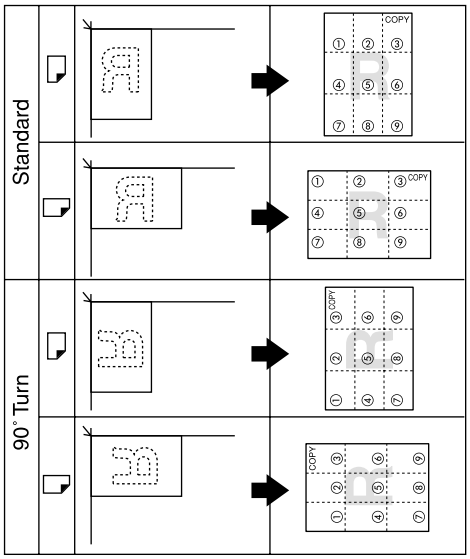
❒ Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.

❒ You can choose the default settings for the language, position, size and density of the stamp with the User Tools. ⇒ "Stamp Language", "Stamp Position", "Stamp Format" on p.199 “Preset Stamp $^{1}/_{4}$-$^{4}/_{4}$”

❒ You can choose the default settings for the print page with the User Tools. ⇒ "Stamp Format" on p.199 “Preset Stamp $^{1}/_{4}$-$^{4}/_{4}$”

❒ You can change the stamp language with the User Tools. ⇒ "Stamp Language" on p.199 “Preset Stamp $^{1}/_{4}$-$^{4}/_{4}$”

❒ The relationship between the direction in which you place the original and stamp orientation/position is as follows.

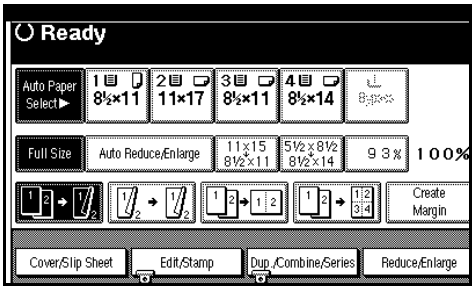


Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

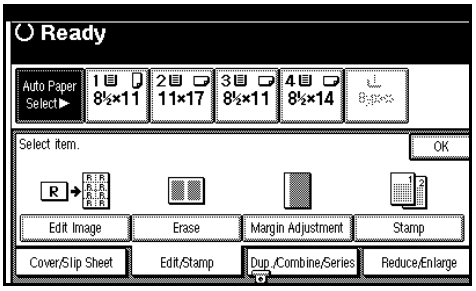
GCSTMP5E

❒ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp position" on p.199 “Preset Stamp $^{1}/_{4}$-$^{4}/_{4}$”

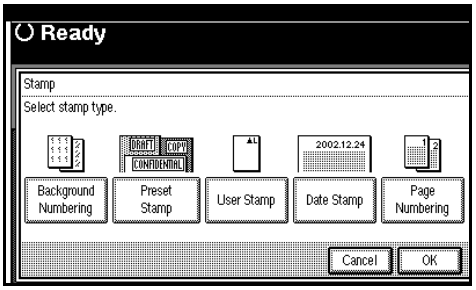
1 **Press the [Edit/Stamp] key.**



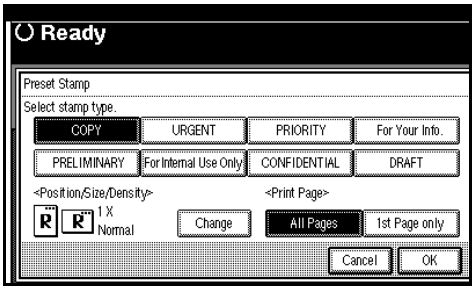
2 **Press the [Stamp] key.**



3 **Press the [Preset Stamp] key.**



4 **Select the desired message.**



5 **Press the [All Pages] or [1st Page only] key to select the print page.**

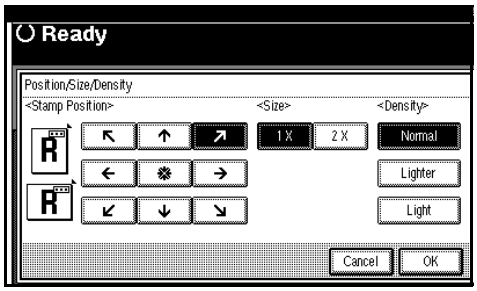
6 **Change the stamp position, size or density.**

If you do not wish to make a change, go to step **7**.

To change the stamp position, size or density

❶ **Press the [Change] key.**

❷ **Select the desired position, size and density.**



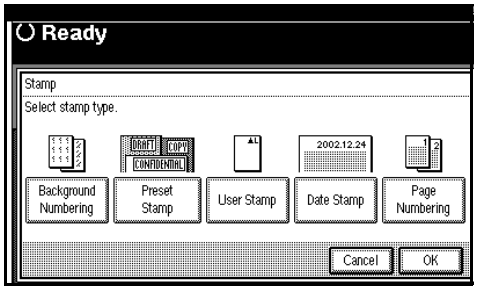
❸ **Press the [OK] key.**

Note

❒ To cancel the settings, press the **[Cancel]** key.

7 **After you specify all the desired settings, press the [OK] key.**

8 **Press the [OK] key.**



Note

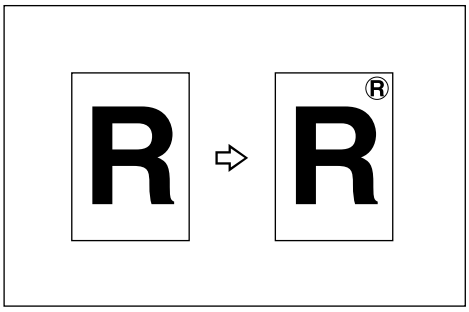
❒ To cancel the settings, press the **[Cancel]** key.

9 **Place your originals, and then press the [Start] key.**

User Stamp

The optional HDD and 32 MB of memory are required to use this function (if the machine is equipped with the Printer unit, 32 MB of memory is not required).

Up to four messages which you use frequently can be stored in the machine's memory and stamped on copies.



GCSTMP0E

Preparation

Before using this function, you have to store your messages with the User Tools. ⇒ p.131 "Program/Delete User Stamp"

Limitation

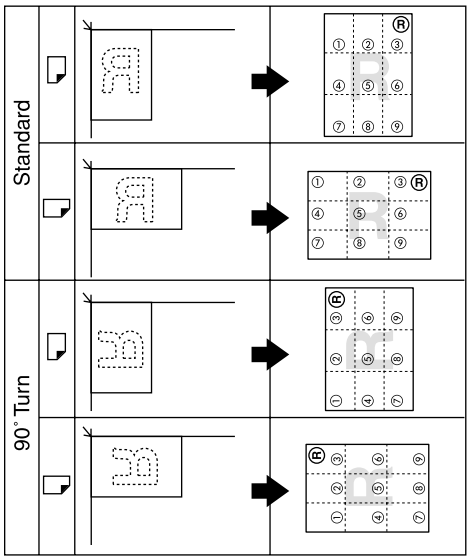
❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

Note

❒ You can change the print page with the User Tools.

❒ The relationship between the direction in which you place the original and stamp orientation/position is as follows.



Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

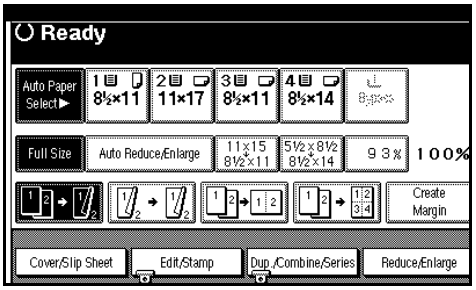
GCSTMP6E

❒ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp Position" on p.200 “User Stamp $^{1}/_{2}$-$^{2}/_{2}$”

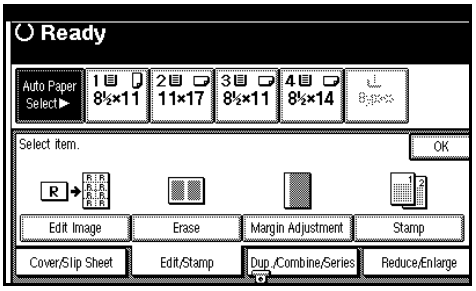
❒ You can choose the default settings for the print page and the stamp position with the User Tools. ⇒ "Stamp Format" and "Stamp Position" on p.200 “User Stamp $^{1}/_{2}$-$^{2}/_{2}$”

❒ You can combine this function with only one Preset Stamp.

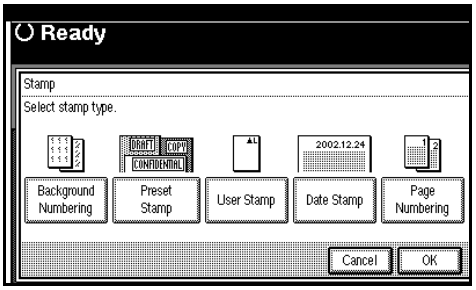
1 **Press the [Edit/Stamp] key.**



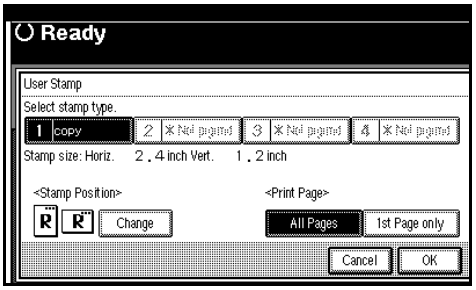
2 **Press the [Stamp] key.**



3 **Press the [User Stamp] key.**



4 **Select the stamp you require.**

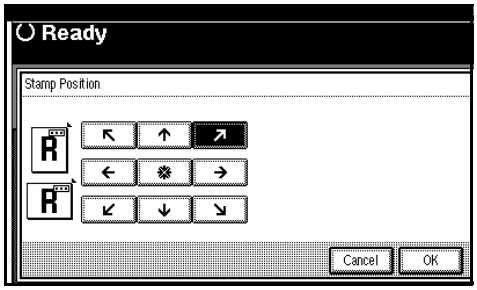


5 Press the [All Pages] or [1st Page only] key to select the print page.

To change the stamp position

❶ Press the [Change] key.

❷ Select the desired position.



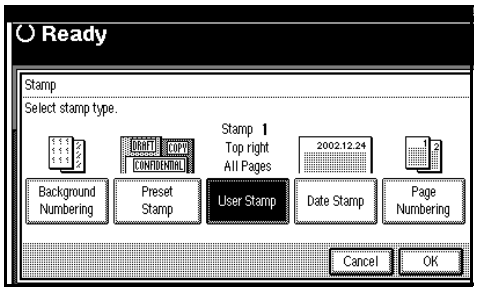
❸ Press the [OK] key.

6 After you specify all the desired settings, press the [OK] key.

Note

❒ To cancel the settings, press the [Cancel] key.

7 Press the [OK] key.

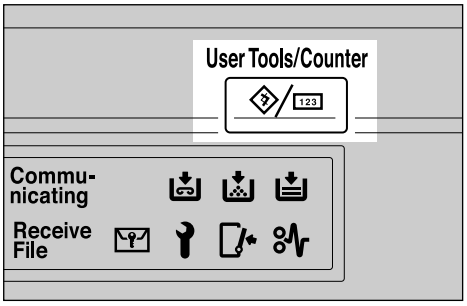


8 Place your originals, and then press the [Start] key.

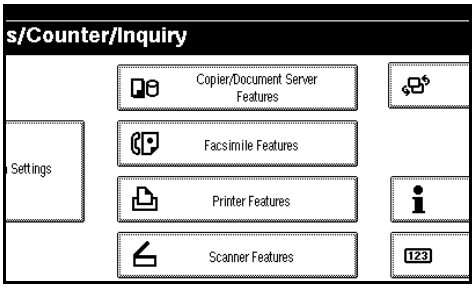
Program/Delete User Stamp

1 Make sure that the machine is in Copy mode.

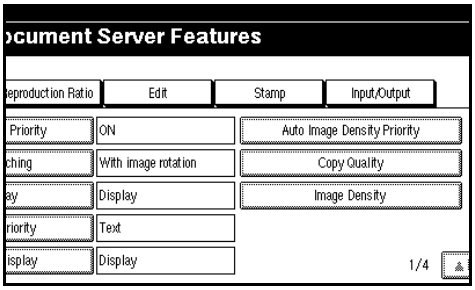
2 Press the [User Tools/Counter] key.



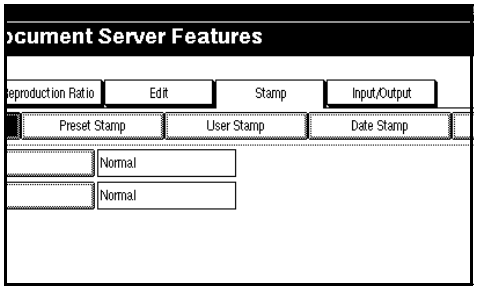
3 Press the [Copier/Document Server] key.



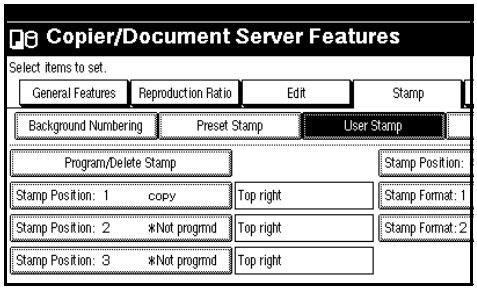
4 Press the [Stamp] key.



5 **Press the [User Stamp] key.**

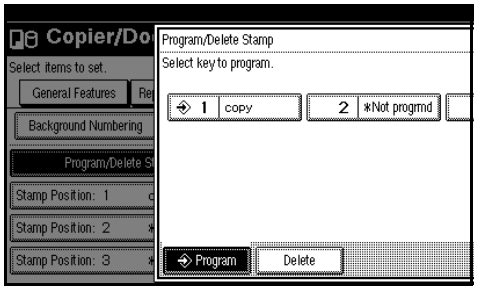


6 **Press the [Program/Delete Stamp] key.**



To program the User Stamp

❶ **Press the [Program] key.**



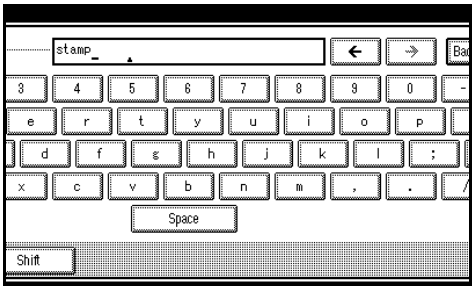
❷ **Press the stamp number (1 – 4) you want to program.**

Note

❒ Stamp numbers with ➔ already have settings in them.

❒ If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press the **[Yes]** or **[No]** key.

❸ **Enter the user stamp name with the letter keys on the display panel.**



Note

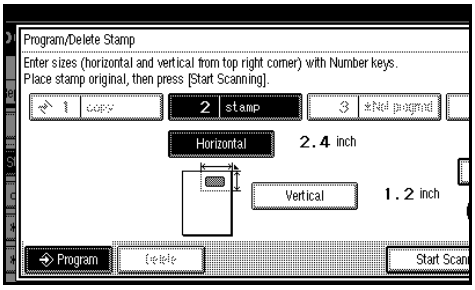
❒ You can register up to 10 characters.

Reference

For details on entering characters, refer to "Entering Text Characters" in the System Settings manual.

❹ **Press the [OK] key.**

❺ **Enter the horizontal size of the stamp with the number keys, and then press the [#] key.**



Note

❒ You can enter sizes within the horizontal range of 10 – 432mm, 1.0" – 17.0", and the vertical range of 10 – 297mm, 1.0" – 11.7". However, if the area exceeds the maximum value (5,000mm^2, 7.75 inch^2), it is corrected to within the acceptable range automatically.

❒ To change the value entered, press the **[Clear]** or **【Clear/Stop】** key and enter the new value.

❻ **Press the [Vertical] key, and then enter the vertical size in the same way as step ❺.**

❼ **Place the user stamp on the exposure glass, and then press the [Start Scanning] key.**

Note

❒ Originals cannot be scanned from the document feeder when programming the user stamp.

❒ If you press the **[Exit]** key, the main menu of the Copy/Document Server features appears with nothing programmed.

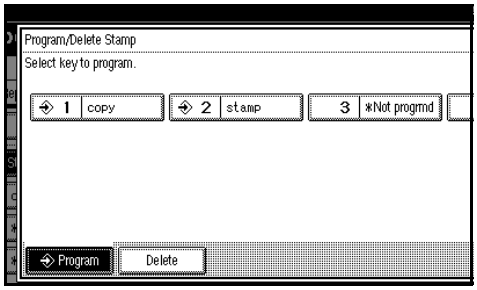
❽ **Press the [Exit] key.**

To delete the User Stamp

Important

❒ You cannot restore a deleted stamp.

❶ **Press the [Delete] key.**

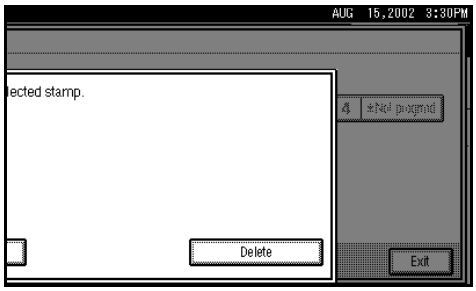


❷ **Press the stamp number (1 – 4) you want to delete.**

Note

❒ Only programs with ➔ contain a user stamp.

❸ **Press the [Delete] key.**



Note

❒ To cancel the deletion, press the **[Stop]** key.

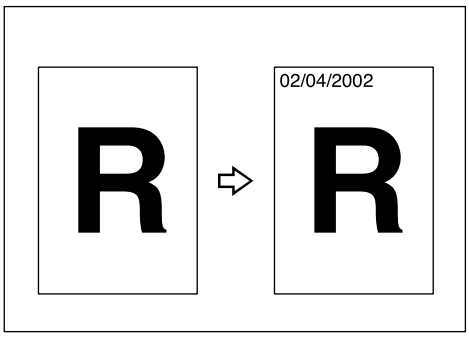
❹ **Press the [Exit] key.**

❺ **Press the [Exit] key.**

7 **Press the [Exit] key.**

The initial display appears.

Date Stamp



GCSTMP3E

Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ You can select the following styles:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
- DD.JUN.YYYY

❒ You can change the Date Stamp settings with the User Tools. ⇒ p.201 “Date Stamp”

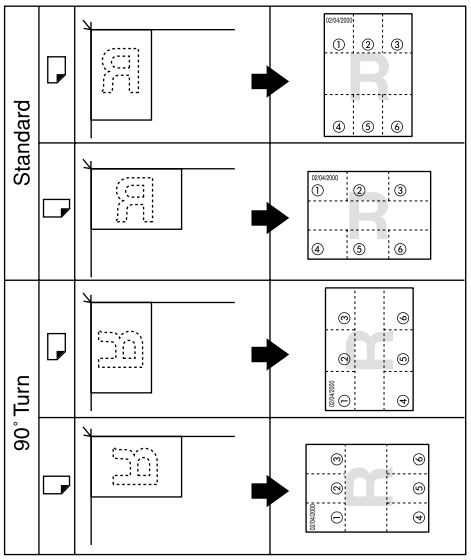
❒ The font and size of the Date Stamp can be changed with the User Tools. ⇒ "Font" and "Size" on p.201 “Date Stamp”

❒ You can select whether the Date Stamp is printed negative if it overlaps black parts of an image. ⇒ "Superimpose" on p.201 “Date Stamp”

❒ For how to set the date, see "Set Date" in the System Settings manual.

❒ You can choose the default settings for the stamp position with the User Tools. ⇒ "Stamp Position" on p.201 “Date Stamp”

❒ The relationship between the direction in which you place the original and the stamp position is as follows.



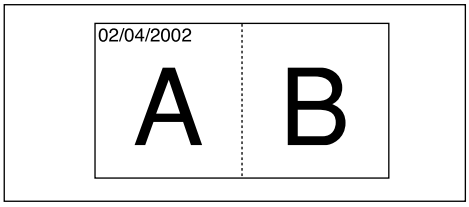
Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

GCSTMP7E

❒ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp Position" on p.201 “Date Stamp”

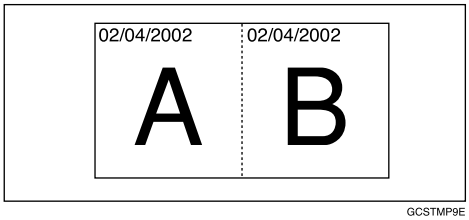
❒ If you combine this function with the Combine, Magazine or Booklet function, the page is stamped as follows.

- Combined with the Combine function



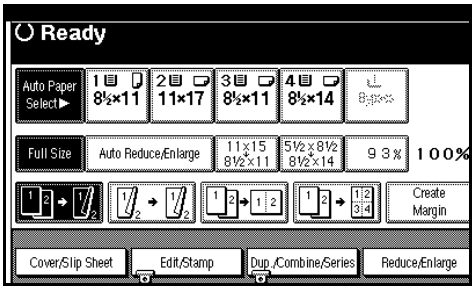
GCSTMPAE

- Combined with the Magazine or Booklet function

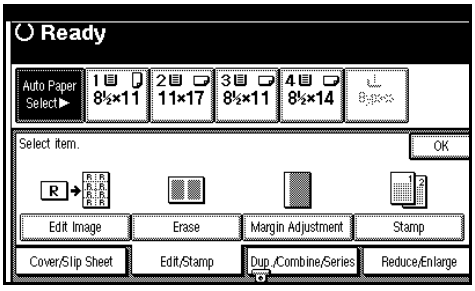


GCSTMP9E

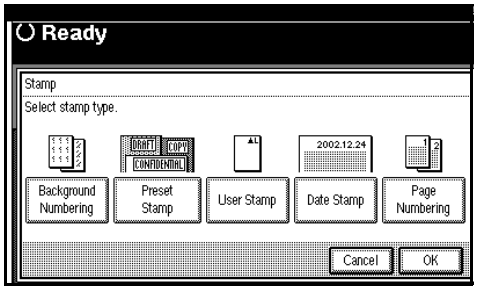
1 **Press the [Edit/Stamp] key.**



2 **Press the [Stamp] key.**



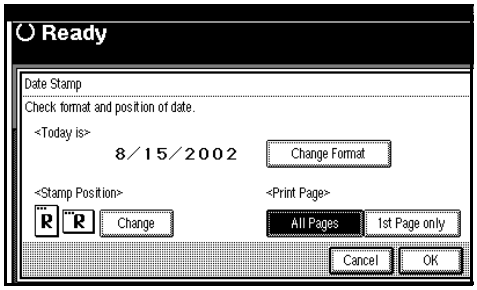
3 **Press the [Date Stamp] key.**



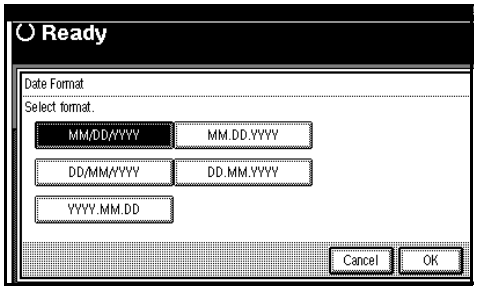
4 **Press the [All Pages] or [1st Page only] key to select the print page.**

To change the style of date

❶ **Press the [Change Format] key.**



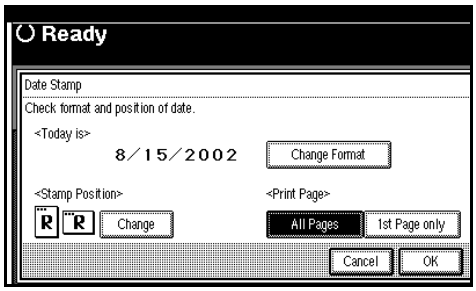
❷ **Select the format of date.**



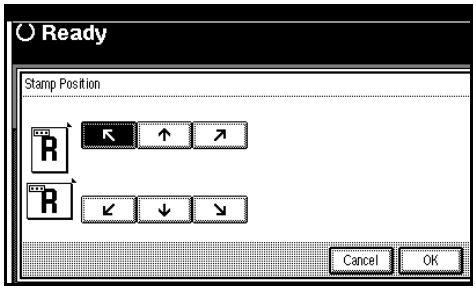
❸ **Press the [OK] key.**

To change the stamp position

❶ **Press the [Change] key.**



❷ **Select the desired position of the Date Stamp.**



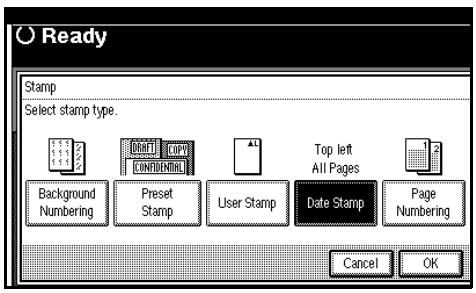
❸ **Press the [OK] key.**

5 **After you specify all the desired settings, press the [OK] key.**

Note

❒ To cancel the settings, press the **[Cancel]** key.

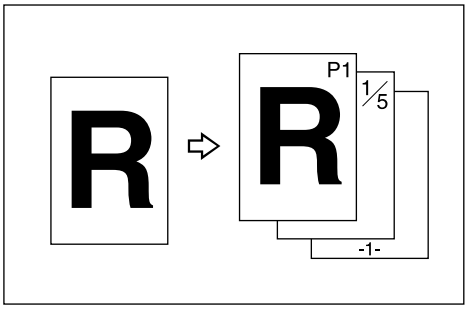
6 **Press the [OK] key.**



7 **Place your originals, and then press the [Start] key.**

Page Numbering

Use this function to print page numbers on your copies.



CP2G0100

There are six types of Page Numbering (n is the total number of pages in your original):

- P1,P2,…Pn
- 1/n,2/n,...n/n
- -1-,-2-,...-n-
- P.1,P.2,...P.n
- 1, 2…n
- 1-1,1-2,..1-n

Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ You can change the Page Numbering settings with the User Tools. ⇒ p.202 “Page Numbering $^{1}/_{2}$-$^{2}/_{2}$”

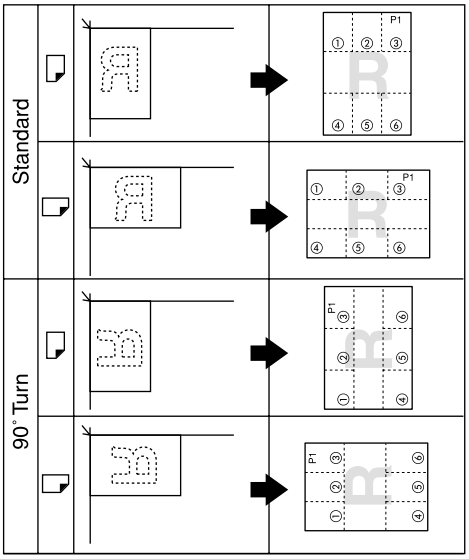
❒ The font and size of Page Numbering can be changed with the User Tools. ⇒ "Font" and "Size" on p.202 “Page Numbering $^{1}/_{2}$-$^{2}/_{2}$”

❒ You can select whether the Page Numbering is printed in negative if it overlaps black parts of an image. ⇒ "Superimpose" on p.202 “Page Numbering $^{1}/_{2}$-$^{2}/_{2}$”

❒ You can choose the default settings for the stamp position with the User Tools. ⇒ "Stamp Position" on p.202 “Page Numbering $^{1}/_{2}$-$^{2}/_{2}$”

❒ You can choose the default settings for the stamp format with the User Tools. ⇒ "Stamp Format" on p.202 “Page Numbering $^{1}/_{2}$-$^{2}/_{2}$”

❒ The relationship between the direction in which you place the original and the Page Numbering orientation/position is as follows.

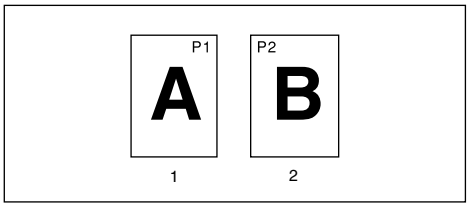


Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

GCSTMP8E

❒ You can move the stamp position to the top, bottom, left and right in 1mm, 0.1" steps. ⇒ "Stamp Position" on p.202 “Page Numbering $^{1}/_{2}$-$^{2}/_{2}$”

❒ If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



GCSTMPBE

1: Front

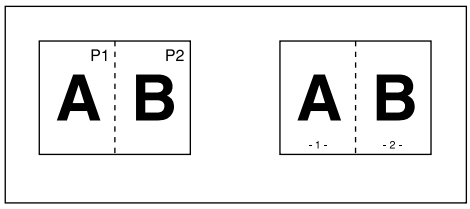
2: Back

❒ If you combine this function with the Duplex (Top to Top) function, you can change the setting to stamp on the back side in the same position as the front side. ⇒ "Duplex Back Page Stamping Position" on p.202 "Page Numbering $^{1}/_{2}$-$^{2}/_{2}$"

❒ If you use this function with the Combine, Magazine, or Booklet function, the page is stamped as follows. ⇒ "Page Numbering In Combine" on p.202 "Page Numbering $^{1}/_{2}$-$^{2}/_{2}$"

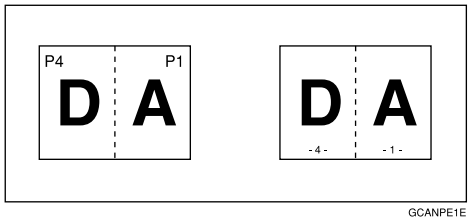
❖ Page Numbering per original

- Combined with 1 Sided/2 Sided in the Combine function



GCANPE0E

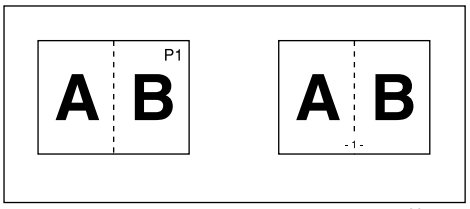
- Combined with the Magazine or Booklet function



GCANPE1E

❖ Page Numbering per copy

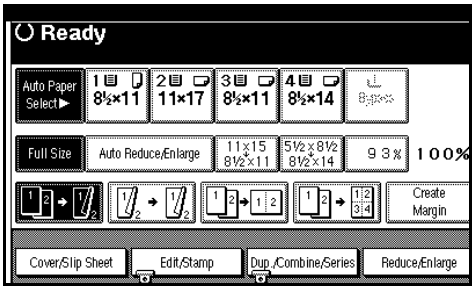
- Combined with 1 Sided/2 Sided in the Combine function



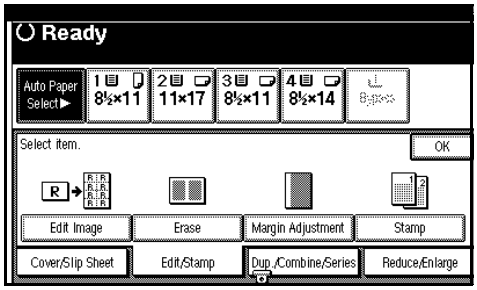
GCANPE2E

❒ If you use the "1-1, 1-2" style, you can print page numbers on the slip sheets in Designate or Chapters mode. ⇒ "Stamp on Designated Slip Sheet" on p.202 "Page Numbering $^{1}/_{2}$-$^{2}/_{2}$"

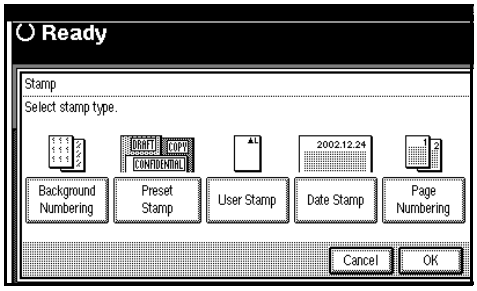
1 **Press the [Edit/Stamp] key.**



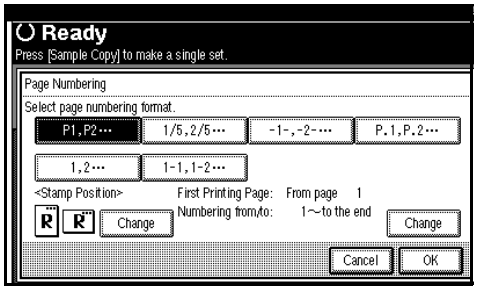
2 **Press the [Stamp] key.**



3 **Press the [Page Numbering] key.**



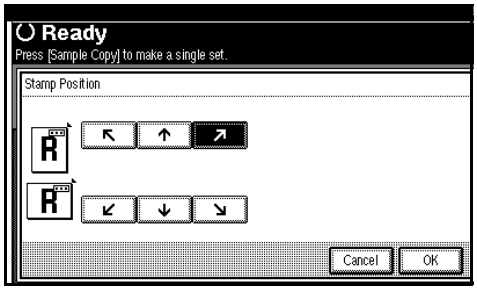
4 **Select the format.**



5 **To change the stamp position, press the left [Change] key.**

If you do not wish to change the stamp position, go to step **7**.

6 **Select the stamp position, and then press the [OK] key.**



7 **To change the first printing page and start number, press the right [Change] key.**

Note

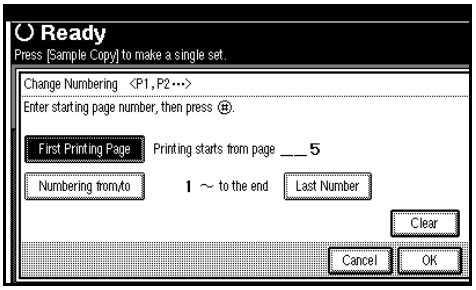
❒ The display differs depending on the selected style.

❒ If you do not wish to make a change, press the **[OK]** key, place your originals, and then press the **【Start】** key.

8 **Specify the page and number.**

If you selected (P1,P2…, -1-,-2-…, P.1, P.2…, 1, 2…,)

❶ **Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.**

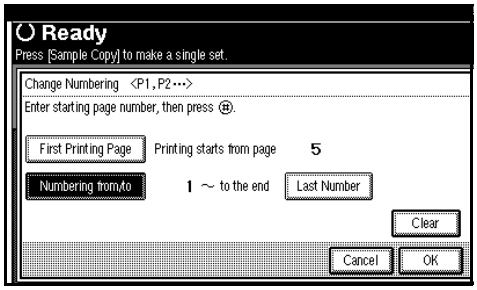


Note

❒ To change the number entered, press the **[Clear]** or **【Clear/Stop】** key, and then enter a new number.

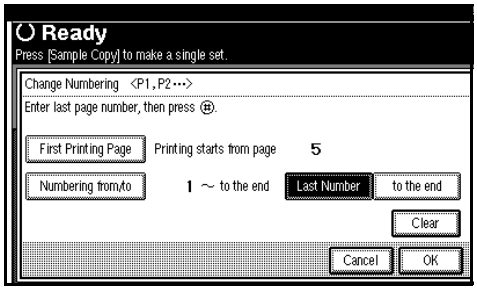
❷ **Press the 【#】 key.**

❸ **Press the [Numbering from/to] key, and then enter the number from which to start numbering with the number keys.**



❹ **Press the [#] key.**

❺ **Press the [Last Number] key, and then enter the page number at which to stop numbering with the number keys.**



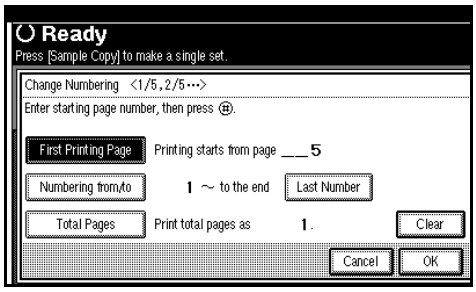
Note

❒ If you wish to print onto the last page, press the **[to the end]** key, and then go to step ❿.

❻ **Press the [#] key.**

If you selected (1/5,2/5…)

❶ **Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.**

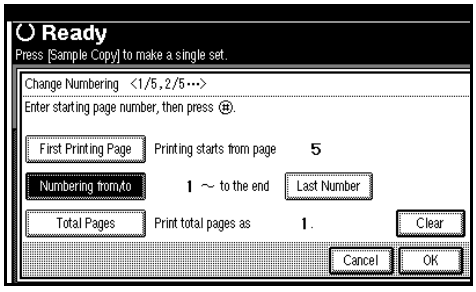


Note

❒ To change the number entered, press the **[Clear]** or **[Clear/Stop]** key, and then enter a new number.

❷ **Press the [#] key.**

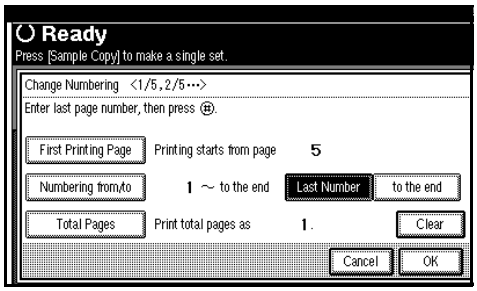
❸ **Press the [Numbering from/to] key, and then enter the page number from which to start numbering with the number keys.**



❹ **Press the [#] key.**

❺ **Press the [Last Number] key, and then enter the page number at which to stop numbering with the number keys.**

If you do not wish to change the number, go to step ❼.

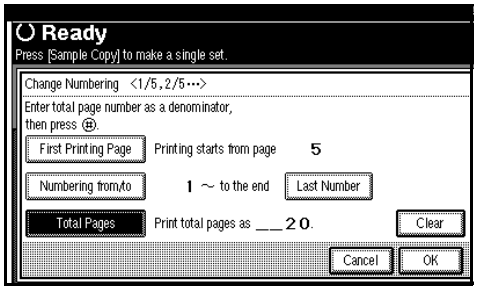


Note

❒ If you wish to print onto the last page, press **[to the end]** key, and then go to step ❿.

❻ **Press the [#] key.**

❼ **Press the [Total Pages] key, and then enter the total number of original pages with the number keys.**

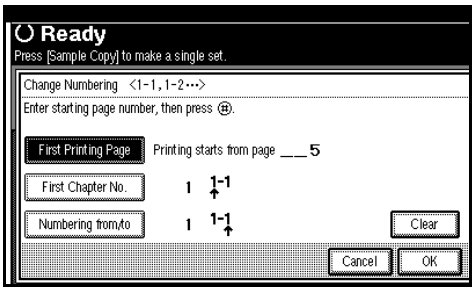


❽ **Press the [#] key.**

❾ **Press the [OK] key.**

If you selected (1-1, 1-2,…)

❶ **Press the [First Printing Page] key, and then enter the original sheet number from which to start numbering with the number keys.**

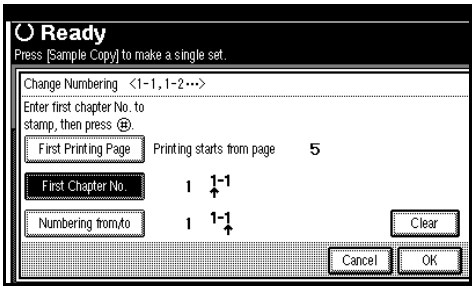


Note

❒ To change the number entered, press the **[Clear]** or **[Clear/Stop]** key, and then enter a new number.

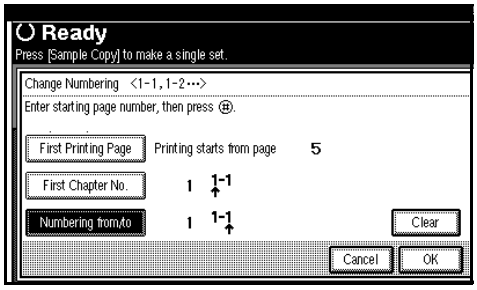
❷ **Press the [#] key.**

❸ **Press the [First Chapter No.] key, and then enter the chapter number from which to start numbering with the number keys.**



❹ **Press the [#] key.**

❺ **Press the [Numbering from/to] key, and then enter the page number from which to start numbering with the number keys.**



❻ **Press the 【#】 key.**

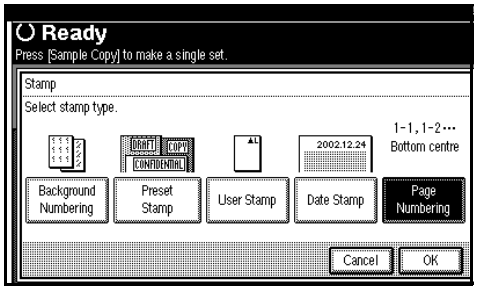
❼ **Press the [OK] key.**

9 **Press the [OK] key.**

Note

❒ To change the settings after pressing the **[OK]** key, press the **[Change]** key, and then enter the new value.

10 **Press the [OK] key.**



Note

❒ To cancel the settings, press the **[Cancel]** key.

11 **Place your originals, and then press the 【Start】 key.**

Cover/Slip Sheet

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

There are four types of this function:

2

❖ **Front Cover**
The first page of your originals is copied on a specific paper sheet for covers.

❖ **Front/Back Cover**
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Paper Designate**
Use this function to have certain pages of your originals copied onto slip sheets.

❖ **Chapter**
If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

Preparation

Before selecting this function, set the tray for front cover paper and slip sheet paper. ⇒ "Cover", "Slip Sheet 1" and "Slip Sheet 2" in the System Settings manual

The cover or slip sheets should be the same in size and direction as the copy paper.

Limitation

❒ You cannot set the copy paper in the bypass tray. Only set the cover or slip sheets in the bypass tray.

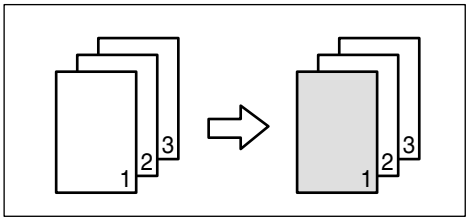
Note

❒ If Blank mode is selected, the cover will not be counted as a copy.

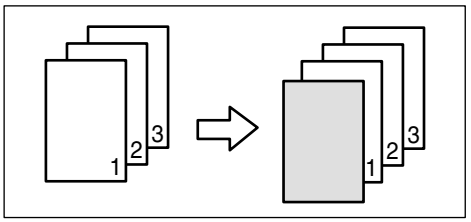
Front Cover

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

❖ **Copy**



❖ **Blank**



Note

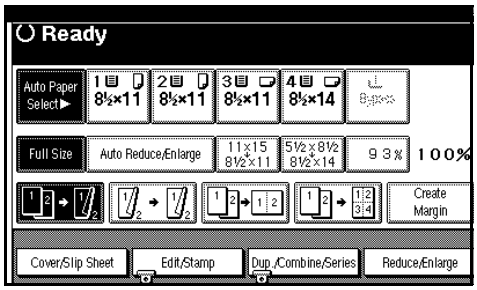
❒ You can specify whether to make a copy on the cover sheet. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.

❒ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). ⇒ "Cover" in the System Settings manual

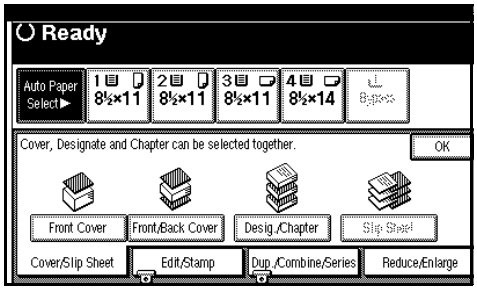
❒ In "Cover" of the User Tools (System Settings), if you selected "Mode Selected" for the "Tray Display" setting, the machine refers to the settings in "Cover" about whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). If you selected "Display Always" for "Tray Display", the machine refers to the settings in "Special Paper Indication" about whether the front and back covers are copied single-sided ("1 Sided Copy") or double-sided ("Duplex Copy"). ⇒ "Special Paper Indication" and "Cover" in the System Settings manual

❒ When you use this function with Combine mode, you can specify whether to combine the front cover or not. ⇒ "Front Cover Copy in Combine" on p.196 "Edit 2/2"

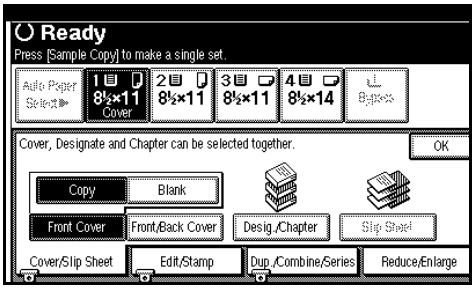
1 **Press the [Cover/Slip Sheet] key.**



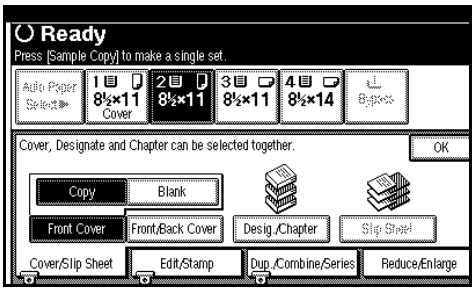
2 **Press the [Front Cover] key.**



3 **Select [Copy] or [Blank] for the cover sheet.**



4 **Select the paper tray containing the non-cover sheet paper, and then press the [OK] key.**

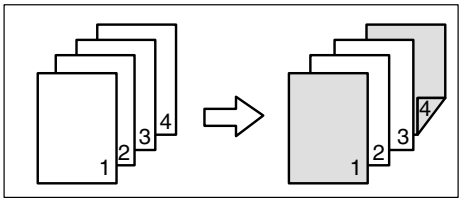


5 **Place your originals in the document feeder, and then press the 【Start】 key.**

Front/Back Covers

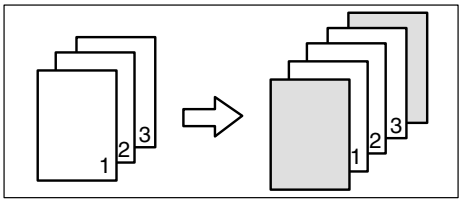
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Copy**



GCCOVE0E

❖ **Blank**



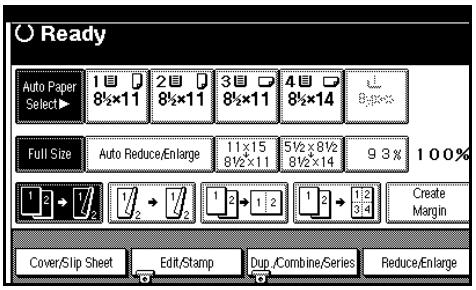
Note

❒ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.

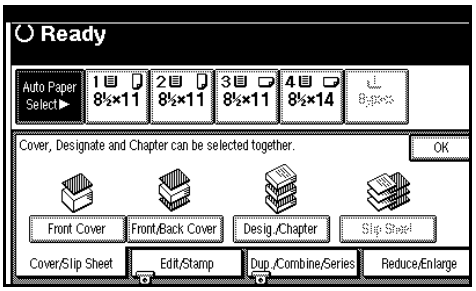
❒ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). ⇒ "Cover" in the System Settings manual

❒ In "Cover" of the User Tools (System Settings), if you selected "Mode Selected" for the "Tray Display" setting, the machine refers to the settings in "Cover" about whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). If you selected "Display Always" for "Tray Display", the machine refers to the settings in "Special Paper Indication" about whether the front and back covers are copied single-sided ("1 Sided Copy") or double-sided ("Duplex Copy"). ⇒ "Special Paper Indication" and "Cover" in the System Settings manual

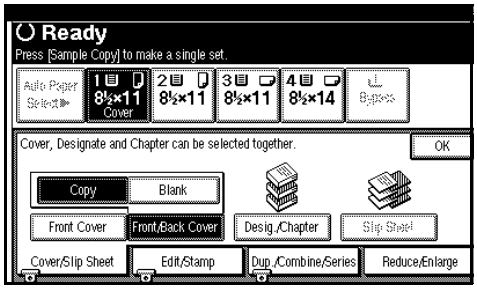
1 **Press the [Cover/Slip Sheet] key.**



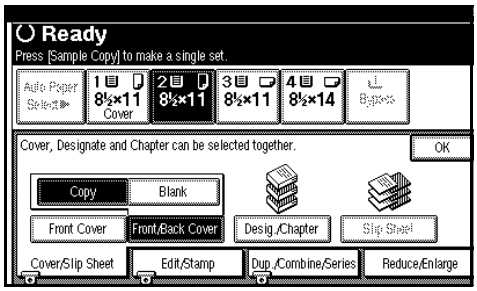
2 **Press the [Front/Back Cover] key.**



3 **Select [Copy] or [Blank] for the cover sheets.**



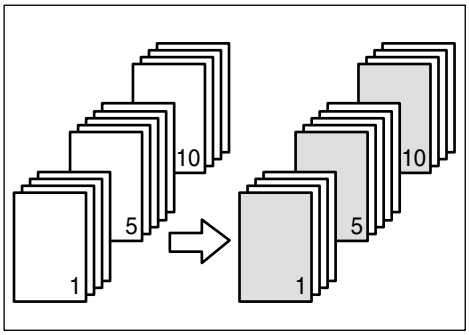
4 **Select the paper tray containing the non-cover sheet paper, and then press the [OK] key.**



5 **Place your originals in the document feeder, and then press the [Start] key.**

Designate

Use this function to have certain pages of your original copied onto slip sheets.



Preparation

Before using this function, set the special paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the System Settings manual

Limitation

❒ You cannot use this function with Slip Sheet mode.

Note

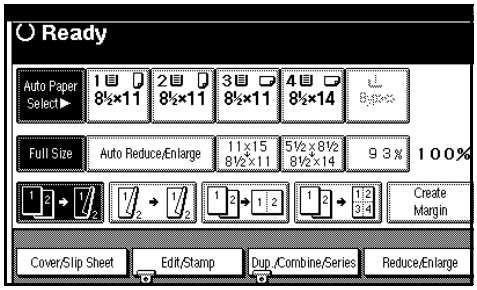
❒ You can specify up to 20 pages.

❒ When Combine mode ("1 Sided → 2 Sided") has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

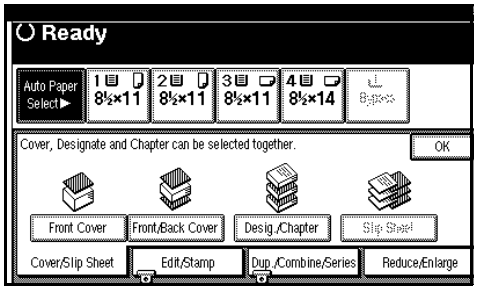
❒ This function can be combined with the Chapter function.

❒ When you use this function with the Combine mode, you can specify whether to combine the designate pages or not. ⇒ " Designate Slip Sheet Copy in Combine" on p.196 “Edit $^{2}/_{2}$”

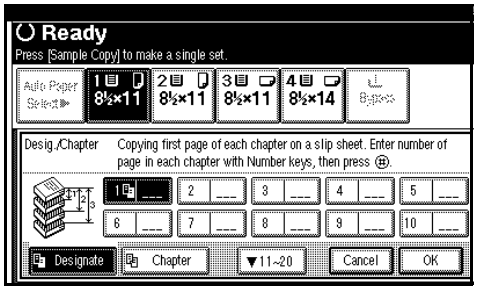
1 **Press the [Cover/Slip Sheet] key.**



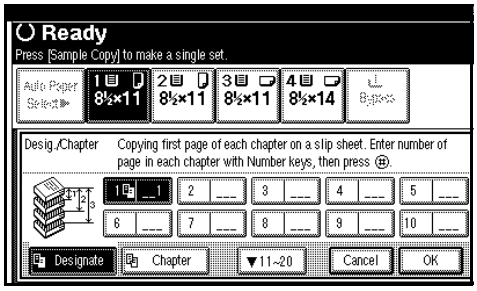
2 **Press the [Desig./Chapter] key.**



3 **Press the key to select the chapter number.**



4 **Enter the page location of the original you want to copy onto a slip sheet with the number keys, and then press the [#] key.**



Note

❒ To change the value entered, press the **[Clear]** or **[Clear/Stop]** key, and then enter the new value.

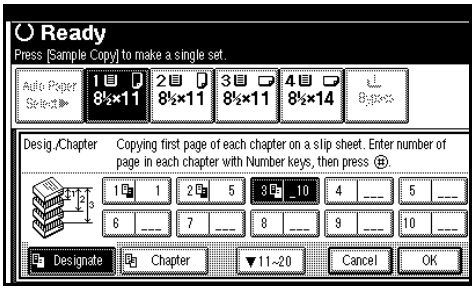
5 **Select the paper tray for slip sheets.**

6 **To specify another page location, repeat steps 3 to 5.**

Note

❒ To select chapters 11 to 20, press the **[▼11~20]** key.

7 **When you wish to finish specifying page locations, press the [OK] key.**

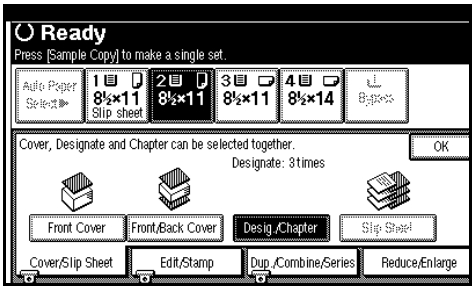


This display shows example settings.

Note

❒ To change the number entered, enter the new number in the same way as steps 3 to 7.

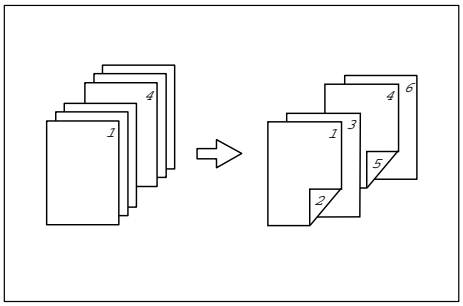
8 **Select the paper tray containing the non-slip sheet paper, and then press the [OK] key.**



9 **Place your originals, and then press the [Start] key.**

Chapter

The page locations you specify with this function will appear on the front of copy sheets.



GC SHOW OJ

Preparation

Before selecting this function, press the **[Dup./Combine/Series]** key and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

Limitation

❒ You cannot use this function with Slip Sheet mode.

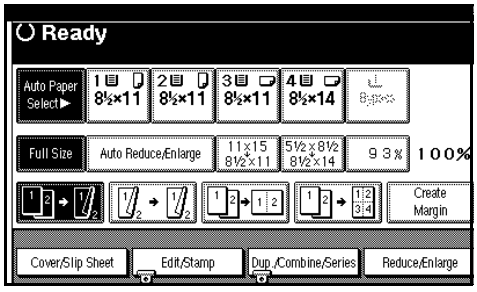
Note

❒ You can specify up to 20 pages.

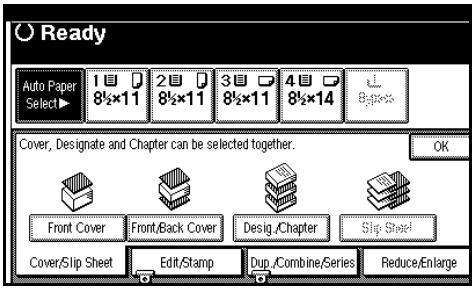
❒ This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.

❒ This function can be combined with the Designate function.

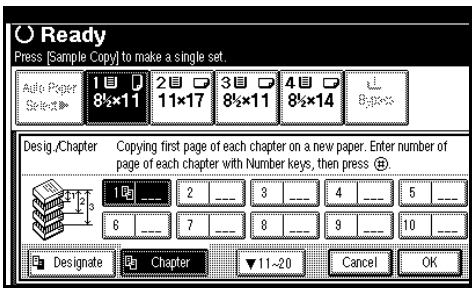
1 **Press the [Cover/Slip Sheet] key.**



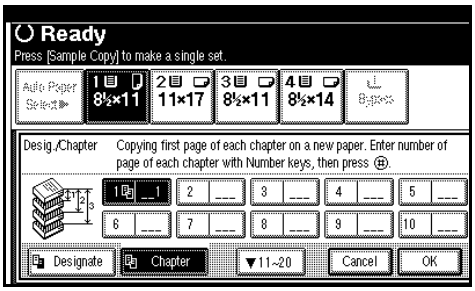
2 **Press the [Desig./Chapter] key.**



3 **Press the [Chapter] key.**



4 **Enter the page location of the first page of the first chapter with the number keys, and then press the 【#】 key.**



Note

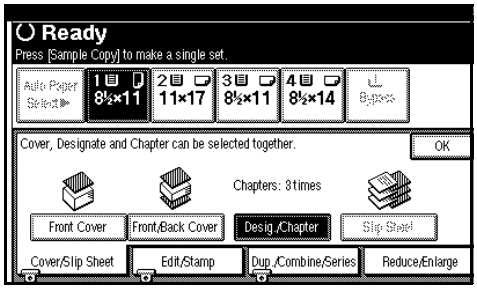
❒ To change the value entered, press the **[Clear]** or **【Clear/Stop】** key, and then enter the new value.

5 **To specify another page location, repeat steps 3 to 5.**

Note

❒ To select chapters 11 to 20, press the **[▼11-20]** key.

6 **When you finish specifying the page locations, press the [OK] key.**



This display shows example settings.

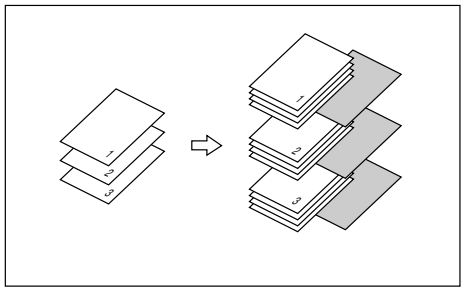
Note

❒ To change the number entered, enter the new number in the same way as in steps **3** to **5**.

7 **Place your originals, and then press the [Start] key.**

Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



Preparation

Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the System Settings manual

Limitation

❒ You cannot use this function with Chapters and Paper Designate modes.

Note

❒ The trays to be used in the Slip Sheets function are those programmed in "Slip Sheet 1" and "Slip Sheet 2" in the System Settings.

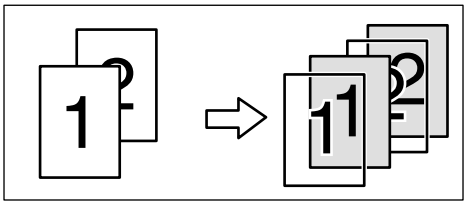
❒ Load the slip sheets in the same orientation as the originals.

❒ You can specify whether to copy onto the inserted slip sheets or not.

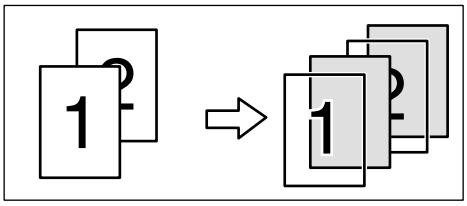
❒ If you do not copy onto slip sheets, they are excluded from the number of copies counted.

When using OHP transparencies set on the bypass tray

❖ Copy



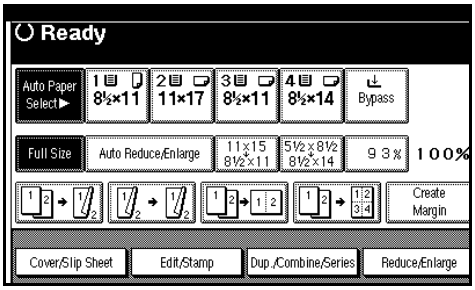
❖ Blank



Note

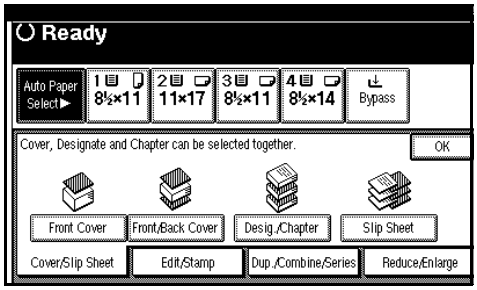
❒ Press the 【#】 key and set the "Special Paper" setting to **[OHP Sheet]**. ⇒ p.57 "When copying onto standard size paper"

1 **Press the [Cover/Slip Sheet] key.**

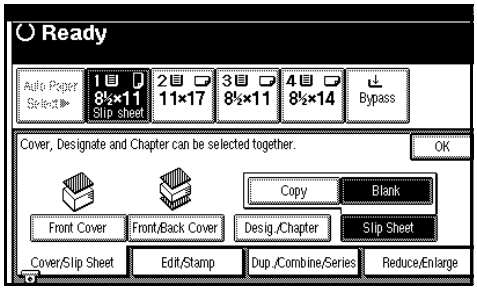


2

2 **Press the [Slip sheet] key.**



3 **Select [Copy] or [Blank], and then press the [OK] key.**



4 **Select the paper tray containing the non-slip sheet paper.**

When using OHP transparencies, open the bypass tray.

5 **Place your originals, and then press the 【Start】 key.**

Storing Originals in the Document Server

The optional HDD is required to use this function.

The Document Server enables you to save documents in the machine memory and then print them as you want.

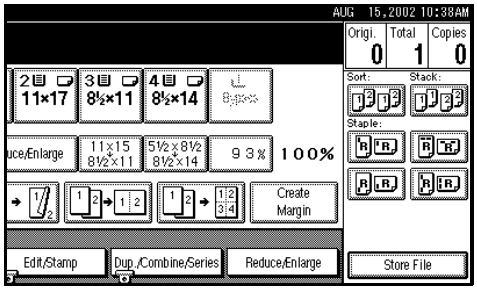
Reference

Refer to the System Settings manual.

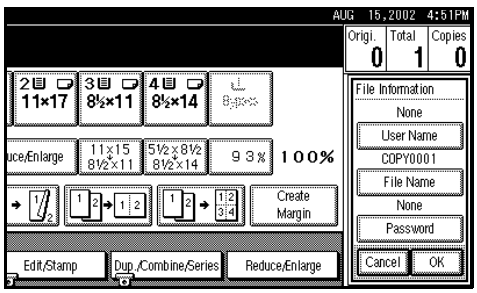
Note

❒ You can specify whether data stored in the Document Server is deleted automatically later. ("Auto Delete File" in System Settings manual under "Key Operator Tools"). The stored data is set to be deleted after one day by the factory default value. For information about settings and changes, see the System Settings manual.

1 **Press the [Stored File] key.**



2 **Enter a file name, user name, or password if neccessary.**

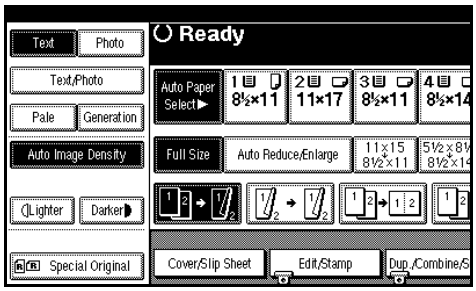


3 **Place your originals.**

Reference

For more information on the types of originals that can be placed and how to place them, ⇒ p.31 "Placing Originals".

4 **Make the scanning settings for the original.**



Reference

For details, see the explanation of each function in this manual.

5 **Press the 【Start】 key.**

Originals are scanned.

Note

❒ To stop scanning, press the **【Clear/Stop】** key.

❒ To resume a paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]** key.

❒ To check if the document has been stored, press the **【Document Server】** key to display the document selection screen.

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, see the following table.

❍	means that these modes can be used together.
●	means that these modes cannot be used together. The second mode selected will be the mode you're working in.
×	means that these modes cannot be used together. The first mode selected will be the mode you're working in.

The following shows the combinations of functions.

Made before you select \ Made after you select	Mixed Sizes	Custom Size Originals	Original Orientation(Standard Orientation)	Auto Image Density	Manual Image Density	Auto Paper Select	Manual Paper Select	Copying from the Bypass Tray	Auto Reduce/Enlarge	Reduce/Enlarge	Create Margin Mode	Book	1 Sided → 2 Sided / 2 Sided → 2 Sided / 2 Sided → 1 Sided	Combine	Book → 2 Sided / Front & Back → 2 Sided	Booklet	Magazine	Double Copies	Image Repeat	Margin Adjustment	Positive/Negative	Centering	Center Erase	Border Erase	Background Numbering	Preset Stamp	Page Numbering	Cover / Designate	Slip Sheet	Sort	Stack	Staple	Store File
Mixed Sizes		×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Custom Size Originals	×		❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Original Orientation(Standard Orientation)	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Auto Image Density	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Manual Image Density	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Auto Paper Select	❍	●	❍	❍	❍		●	●	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	●	●	❍	❍	❍	❍
Manual Paper Select	❍	❍	❍	❍	❍	●		●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Copying from the Bypass Tray	❍	❍	❍	❍	❍	●	●		×	❍	×	❍	*1	×	×	×	×	×	❍	❍	❍	×	❍	❍	❍	×	×	×	❍	*2	❍	×	×
Auto Reduce/Enlarge	❍	❍	❍	❍	❍	●	❍	×		●	❍	❍	❍	❍	❍	❍	❍	❍	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Reduce/Enlarge	❍	❍	❍	❍	❍	❍	❍	❍	●		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Create Margin Mode	❍	❍	❍	❍	❍	❍	❍	×	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Book	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍		●	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍
1 Sided → 2 Sided / 2 Sided → 2 Sided / 2 Sided → 1 Sided	❍	❍	❍	❍	❍	❍	❍	*1	❍	❍	❍	●		●	●	●	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	*3	*1	❍	❍	❍	❍	
Combine	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	●		●	●	●	×	×	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍
Book → 2 Sided / Front & Back→ 2 Sided	❍	❍	×	❍	❍	❍	❍	×	❍	❍	❍	❍	●	●		●	●	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	❍
Booklet	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	●	●	●		●	×	×	❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	×
Magazine	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	●	●	●	●		×	×	❍	❍	❍	❍	❍	❍	❍	*4	×	❍	❍	❍	❍	❍
Double Copies	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	×	❍	×	×	×		●	❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	×
Image Repeat	❍	❍	❍	❍	❍	×	❍	❍	×	❍	❍	❍	❍	×	❍	×	×	×		❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	×
Margin Adjustment	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Positive/Negative	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×
Centering	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Center Erase	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Border Erase	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍	❍
Background Numbering	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍	❍
Preset Stamp	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍	❍
Page Numbering	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍		❍	❍	❍	❍	❍	❍
Cover / Designate	❍	❍	❍	❍	❍	×	❍	×	❍	❍	❍	×	*3	❍	×	×	*4	×	×	❍	❍	❍	❍	❍	❍	❍	❍		●	*2	❍	❍	❍
Slip Sheet	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	*1	×	×	×	×	×	×	❍	❍	❍	❍	×	❍	❍	●		×	❍	❍	❍	❍
Sort	❍	❍	❍	❍	❍	❍	❍	❍	*2	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	*2	×		●	●	❍	❍
Stack	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●		❍	❍	❍
Staple	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	●	❍		❍	❍
Store File	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	×	❍	×	×	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	

*1 You can not combine if you make 2 Sided copies.
*2 You can not combine with Rotate Sort.
*3 You can not combine Cover with 2 Sided →1 Sided.
*4 You can not combine Designate with Magazine.

GEWH150E